I. MISSION
The purpose of the SETAC North America (SNA) Senior Resource Group (SRG) Committee is to:

A. Provide a forum within which experienced, senior or long-standing SETAC members can maintain and/or increase engagement with SETAC leadership and membership.

B. Provide support to senior SETAC members during late career transitions and evolution in their engagement with SETAC.

C. Communicate and work with the SNA Board of Directors (BoD), Interest Groups and other committees, without duplicating effort, to:
   - Support and maintain awareness of SNA activities and procedures, especially culture and ethics;
   - Identify potential issues or areas that may otherwise not be considered by other groups within SETAC;
   - Help identify, cultivate, and mentor future SNA leaders;
   - Assist in the documentation of the history of SETAC and SETAC’s role in the evolution of environmental science;
   - Offer assistance and counsel on special projects as requested by the SNA BoD or SNA Executive Director.
   - Provide outreach to other organizations, as requested or needed, to expand the understanding of SETAC’s mission and goals.

D. The scope of the SRG is further outlined in Section V.

II. MEMBERSHIP AND GOVERNANCE
A. SETAC members that self-identify with the mission of the SRG Committee are welcome to be members.

B. The SRG leadership will consist of a Chair, a Vice-Chair, and an Immediate Past Chair to insure continuity. Each incoming Vice-Chair assumes a three (3) year term as they progress through these leadership positions (i.e., Vice-Chair to Chair to Immediate Past Chair). Typically, a new Vice-Chair will be appointed each year. The Immediate Past Chair will assist with any carryover business as needed. Typically the Chair, Vice-Chair and Immediate Past Chair will be members of the SRG Steering Committee.

C. In addition to the leadership (described in II.B), the SRG steering committee shall be ideally composed of 6 to 12 members with each member serving a term of at least three (3) years. Members may continue beyond three years as long as they are active committee participants. Experienced committee members are important for maintaining institutional knowledge; however, membership must not be stagnant. It is recommended that up to 1/4 of the members of the steering committee be replaced with new members annually.
D. Each member of the SRG steering committee will be encouraged to take on a leadership role and general tasks to facilitate completion of SRG projects and encourage engagement and input on SRG issues. Leadership, subcommittee (if needed) and general Steering Committee task roles will be dynamic and change depending upon SNA needs. Some examples of tasks that might be established are: (1) workshop review and leadership, (2) peer review, (3) preparations of technical papers, video, audio, etc., (4) annual and regional meeting participation, (5) committee communications, (6) internal communications and SRG web page updates, (7) secretarial duties. If formal subcommittees are necessary to accomplish tasks, they can be created or dissolved by the SRG leadership or by request of the SNA BoD. This will be done to meet the changing needs of SRG and SNA.

E. The SRG leadership and steering committee should provide representative balance among the Society’s sectors (i.e., from industry/consulting, NGOs, government, and academia) to reflect the Society’s balanced and interdisciplinary membership. Diversity in expertise, nationality (i.e., Canada, Mexico, and USA members) and gender of members are encouraged. For purposes of defining sectorial balance, current employment, even if part-time, is considered; a member that is retired from active employment is classified based on affiliation prior to retirement.

III. OPERATING PROCEDURES
A. Activities of the SRG are classified into three categories: (1) review of opportunities brought to the SRG committee or identified by the SRG committee for action; (2) activities conducted by the SRG committee; and (3) selection and nomination of SRG Steering Committee members.

1. Opportunities Brought to the SRG or Identified by the SRG Membership

   a. A new issue is brought to the attention of the SRG Chair or other member of the SRG (for example, a request from the SNA Technical Committee to assist in reviewing a proposal for a workshop; or a request from the SNA Career Development Committee to engage in a mentorship project).
   b. The SRG Steering Committee evaluates the issue, consults with the SNA President, BoD, Executive Director and/or other committee chairpersons as necessary, and subsequently determines whether the issue falls within the scope of the SRG.
   c. If the issue falls under the scope of another standing committee or a joint responsibility exists then the request shall be forwarded to the appropriate committee Chairperson(s) through the SNA President.
   d. If the issue falls within the purview of the SRG, a request is then sent to the entire SRG to initiate a review and to request volunteers and comments.
   e. The procedure for selecting a SRG member to lead a subcommittee for review or action is at the discretion of the SRG Chair.
   f. Once the Chair or lead SRG member receives responses from the SRG membership, the Chair or lead SRG member should review and integrate the suggestions, comments, and recommendations into a consolidated response, including minority viewpoints. These consolidated comments are sent to the SRG Chair (if not prepared by the SRG Chair). This may be an informal e-mail if appropriate.
   g. If needed, the SRG Chair will write a formal response consisting of the consolidated comments and recommendations.
   h. The response is forwarded to the appropriate parties including a copy of the SRG’s recommendation with a courtesy copy to the SNA President.
   j. k. An issue brought to the SRG by a SRG member will be reviewed according to the
procedures outlined above.

2. Activities Conducted by the SRG

a. If an issue that has been reviewed and approved by the above procedure requires further action by the SRG, a subcommittee may be established to ensure that the activity is completed by a focused group. The new or existing subcommittee will operate as follows.

i. The subcommittee will consist of a Leader, at least two other members of the SRG and specially recruited SNA members at large if additional expertise is needed.

ii. The subcommittee Leader will be responsible for the initiation, development, review, and final presentation of the action item, which will then be reviewed by the SRG as described above.

iii. It is the subcommittee Leader’s responsibility to establish the procedures to be used for the additional action and to ensure a fair and transparent process.

3. Selection and Nomination of SRG Steering Committee Members and Chairs

a. New steering committee members are recommended by members of the SRG, by the SNA BoD, or by self nomination. Appointments to the SRG steering committee are voted on by the SRG membership. A simple majority vote suffices. Electronic ballots may be used to expedite voting.

b. There should be a minimum of four new SRG steering committee members annually (after the first three years). The objective of the selection process is to fulfill the requirements identified under Membership (Section II.C above).

c. SRG leadership roles are described in Section II.B. The new Vice-Chair is recommended by the Steering Committee and approved by the SNA President prior to the November annual meeting.

IV. ACTIVITIES CALENDAR

The schedule for regular occurring activities during the year is as follows:

A. Steering Committee Membership

1. Nominations for new steering committee members may be made at any time during the year but a formal request is communicated annually at the start of 3rd quarter, followed by voting of the SRG members.

2. The newly elected steering committee members will be recorded as members of the SRG Steering Committee at the SNA annual meeting in November, each for a minimum term of three (3) years beginning in November.

B. SRG Meetings

1. At a minimum, the SRG steering committee should meet/communicate at least four (4) times per year: in person at the SNA Annual meeting, within two months of the Annual meeting by phone to follow up from Annual Meeting activities, and with two (2) additional conference calls. Otherwise, monthly calls are recommended to accomplish activities.

2. The full SRG membership will typically meet/communicate at least three (3) times per year: in person at the SNA Annual meeting and with quarterly conference calls.

C. Summary of Yearly Activities
1. The SRG will be responsible for summarizing its activities and tasks initiated and completed during the previous year at least six (6) weeks prior to the SNA annual meeting. This summary should be a written report by the SRG Chair to the SNA President and BoD with distribution to the SRG members.

V. SCOPE OF ACTIVITIES
Potential activities for the SRG committee include but are not limited to those listed below, which they may undertake and/or provide assistance. Where activities overlap with those of other SETAC bodies, it is the responsibility of the SRG Chair to ensure appropriate coordination.

A. Review of proposals for technical or social activities for consideration of possible sponsorship by SNA

B. Outreach to SETAC membership with the purpose of gathering input on emerging technical issues that may become the focus of SNA workshops or other events.

C. Peer reviews of technical documents brought to SNA and assigned to the SRG for this purpose.

D. Facilitating communications with and between SNA Interest Groups and Committees to maintain awareness of SNA activities and procedures and to bring emerging science or technical issues to the SNA membership-at-large.

E. Conducting outreach external to the SETAC organization, where requested, to expand the understanding of SETAC’s mission and goals.

F. Providing assistance to the leaders of the SNA Endowment Fund, as requested.

G. Providing assistance to the SNA Career Development Committee (CDC), as requested.

H. Development and implementation of specific tasks, as identified and as needed.

VI. FINANCES
The SRG Committee should be largely self-sustaining with respect to finances. This means the SRG Committee needs to solicit funds to cover the cost of the annual Meet-n-Greet Breakfast & Business Meeting. Such solicitation should be within the SRG committee; if solicitation is outside the committee, this should be worked through the SNA Executive Director. The costs of conference calls will be covered within the SNA budget.
Appendix A - Standard Operating Procedure

What – Annual Meet-n-Greet Breakfast & Business Meeting, Elections  
Where – Annual SETAC North America Meeting  
When – typically Tuesday morning, 7:00 – 8:00 am  
Who – SRG steering committee and general membership, SNA BoD, CDC steering committee, Endowment Fund Leads

Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Details</th>
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<tbody>
<tr>
<td>August</td>
<td>Request meeting room with SETAC NA lead (Nikki Mayo)</td>
<td>Typically Tuesday, 7:00 -8:00 am, &lt;50 attendees</td>
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<tr>
<td>September</td>
<td>Fundraising</td>
<td>Approximately $500</td>
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<tr>
<td></td>
<td>SETAC Globe Article</td>
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<tr>
<td>October</td>
<td>SRG membership meeting</td>
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<tr>
<td>November</td>
<td>Business meeting</td>
<td>Recap past year’s activities, Highlight election results, Highlight new opportunities</td>
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<tr>
<td>December</td>
<td>Meeting Notes</td>
<td>Distribute meet-n-greet notes to SRG membership</td>
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