

STUDENT ADVOCACY COMMITTEE
SETAC North America

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

It is the intent of the Society of Environmental Toxicology and Chemistry, North America (SETAC NA) to promote and enhance the participation of students in the Society. One mechanism to achieve this is through the Student Advocacy Committee (SAC), which plans a portion of the student program at the SETAC NA Annual meeting and awards funding for Student Travel Exchange Opportunities (STEO). The SAC serves as a means of continuity and solicitation of input from year to year for the student programs.

For each Annual Meeting the SAC works with the Program Committee, the North American Student Advisory Council (NASAC) and the SETAC NA Office to ensure specific student programs are in place. The SAC's plans for the Student-Mentor Networking Event (usually a dinner or lunch) and Silent Auction are communicated to the SETAC NA Office for implementation, and the committee provides regular notices for the SETAC *Globe* newsletter, the SETAC website, or other appropriate forms of communication.

During the first quarter of each year, the SAC accepts and reviews applications submitted by SETAC NA student members for partial funding of their off-site research through the Student Travel Exchange Opportunity (STEO) program. Announcement of funding is sent to selected students in the second quarter of the year.

II. MEMBERSHIP

The committee will have a chair, past chair, and vice-chair. The vice-chair is appointed by the chair. The SAC Committee consists of up to twelve (12) regular members who are appointed by the chair. In addition, the committee includes positions for three student members: the NASAC chair (or vice-chair), a student liaison appointed by NASAC (NASAC member or student member-at-large), and the current year's student representative to the SETAC NA Annual Meeting Program Committee (PC). Each year at least one committee member (usually the SAC chair or vice-chair) will serve as the SAC Liaisons to that year's SETAC NA Annual Meeting Program Committee.

Each committee member must be a member of SETAC North America and is to serve for three (3) years. The terms of service for the past chair, chair and vice chair are slightly different – see "Committee Succession" below. The current year's student representative to the Program Committee serves one year. Other

student members may serve less than three years if necessary, with the chair's approval. Appointments are made each year one month prior to the SETAC NA Annual Meeting and become effective immediately upon acceptance of the appointment. All reasonable effort should be made to balance membership among Government, Business and Academia Sectors. To ensure continuity within each subcommittee, no more than one-half of a subcommittee should be replaced in any given year. The SETAC NA Executive Director serves as an *ex officio* member.

Committee Succession

The committee will have a past chair, a chair, and a vice-chair serving two years in each position. This will help preserve the institutional memory and aid in long-term planning.

1. The committee chair will recommend a vice-chair, subject to SETAC NA President's approval, to serve a two-year term.
2. The vice-chair becomes chair after the chair has served two years.
3. The chair will remain on the committee as past chair for two years.

III. SCOPE OF ACTIVITIES

- A. Provide students with information about the Student Training Exchange Opportunity (STEO), working with the SETAC NA office. Solicit and review applications for the STEO and award funding based on need and merit. Coordinate with the SETAC NA office to ensure awards are sent to the winners.
- B. Plan and preside over the SETAC NA Annual Meeting Student-Mentor Networking Event (usually a dinner or lunch). Contact and recruit SETAC NA professionals to serve as mentors, while reasonably balancing career stage, gender and sector representation.
- C. Coordinate and conduct the SETAC NA Annual Meeting Silent Auction, including solicitation of donations of silent auction items, which provides funding for student activities.
- D. Identify means to incorporate students and pre-professionals into the SETAC NA Annual Meeting. Evaluate additional opportunities for students to interact with professionals they meet during the Annual Meetings.

- E. Evaluate student programs offered by SETAC NA Regional Chapters and other Geographical Units of SETAC NA and other societies, such as ACS, WEF, SFS, SOT, ASLO, among others.
- F. Write newsletter articles focused on activities of the SAC.
- G. Propose to the Board of Directors additional activities for students in the Society.
- H. As the field of environmental toxicology and chemistry is rapidly changing, future needs of the student membership may also change. The committee will work with NASAC to ensure that the format, content, quality, and availability of the student program (at the annual meeting and beyond, as possible) is evaluated to determine if the needs of the student membership are being met and quality maintained. The SAC will also work closely with NASAC to solicit input on new and desirable activities from the SETAC NA student membership and student chapters. The SAC will provide support to NASAC activities, as requested, and work with other committees as needed to accomplish SAC goals.

IV. COORDINATING ACTIVITIES WITH THE ANNUAL MEETING PROGRAM AND SETAC NA COMMITTEES

The function of the Liaisons from the SAC to the Program Committee is to provide input as to the types of student activities planned for the Program. The Liaisons will report to the SAC any relevant developments from the Program Committee meetings. The SAC and the SETAC NA Office will provide the institutional memory and long-term plans for the SETAC NA annual meetings.

The SAC should coordinate with NASAC in determining student needs and proposing activities to the Board of Directors. Having the NASAC Chair as a member of the SAC will ensure that the student voice is heard and that student needs are being met. Having additional student members on the committee will also provide a local voice (from the PC student representative) and provide broader student opinions when necessary. Where possible, the SAC should also interface with other SETAC NA committees which coordinate programs involving students (i.e., Membership Committee, Regional Chapters, Education Committee, Short-Course Committee, Fellowship and Awards Committee), along with the SETAC NA Office.

The chair of the SAC will communicate committee activities to the Student Advocacy Liaison to the SETAC NA Board of Directors on a regular basis.

V. ACTION RESPONSIBILITIES

Committee (key code: C = chairperson, V = vice chair, M = member)

1. Adhere to all aspects of this SOP and review and revise this SOP as needed (C, V and M,).
2. Attend Board meetings, if necessary or requested by the Board, to submit motions and solicit nominations on behalf of the committee (C).
3. Select incoming committee replacements prior to the Annual Meeting (C).
4. Inform the SETAC NA Office of needs for award plaques and certificates of appreciation in a timely manner (C or V).
5. Announce plans for Annual Meeting in the SETAC Newsletter (C or V).
6. Coordinate with Program Committee Chair to schedule a SAC meeting the Sunday of the Annual Meeting (C or V).
7. Maintain records of committee activities to pass on to the chairperson's successors (C).
8. Respond in a timely manner to actions requested by the chairperson and appropriate subcommittees (M).
9. Run the Silent Auction. Includes requesting appropriate signage, setting up, monitoring items while on display, officially closing bidding, marking final prices at the end, distributing items to winning bidders and collecting money. Make a list of all winners' names with their item. Move unclaimed items to location approved by SETAC NA staff. (C, V, and M).
10. Help with the Student-Mentor Networking Event, including recruiting mentors. Encourage students to sign up for the Event before the meeting (C, V, and M).
11. Announce the Student Travel Exchange Opportunity each year, collect applications, recruit SAC member evaluators, evaluate applications, choose winners and supply winners' names to the SETAC NA office for funding. (C, V, appointed M for STEO subcommittee).

SETAC NA President

1. Approve proposed incoming vice-chair in accord with SOP requirements and monitor performance of the chair, vice-chair and past chair to ensure compliance with the SOP responsibilities.

SETAC NA Board Members

1. Support the SETAC NA President's oversight responsibilities of the committee performance. Consider for approval committee proposals (and budgets) for student activities.

SETAC NA Office

1. Provide timely support services to the committee as specified in the annual budget.
2. Advise chair(s) of deadlines and needs relative to the board meetings and Membership Directory.
3. Obtain appropriate certificates of appreciation as needed.

4. Arrange for the Student-Mentor Networking Event, the silent auction, and any other student activities at the Annual Meeting as needed and requested by the committee.

VI. GENERAL TIMELINES OF ACTIVITIES FOR ANNUAL MEETING

The following deadlines have been cross-referenced with the Draft of the SETAC Master Time line to ensure that relevant deadlines are intermeshed with Society activities.

- Dec 15: Co-write, with NASAC, an article for **January the Globe Newsletter** highlighting the student program from Annual Meeting.
- Dec 15: Confirm STEO subcommittee members. Update STEO documents, including deadlines, to send to SETAC NA Office to update website. Prepare email to be sent from SETAC NA Office to student and academia membership. Obtain dollar amount of funding available from SETAC NA office. Jan 15: Ensure STEO email announcements have gone out.
- Jan 31: Deadline for STEO applications is early this month. Start reviews of applications. Academic reviewers are not to review students from their own institution.
- Mar 1: Send list of STEO award winners to SETAC NA office.
- May 15: Schedule teleconference with SAC members to discuss annual meeting, news to be included in the July *Globe News* and solicit names for new committee members (if needed).
- June 1: Confirm student activities listings in Final Program with NASAC
- June 1: Request meeting room and time at annual meeting for the SAC meeting (done online).
- June 15: Prepare and submit second article for **July Globe News** - highlighting student committee activities, particularly results of STEO awards.
- June 15: Submit any necessary information to SETAC NA Office for inclusion on the student activities page of the program website
- July 15: Items needed for the Silent Auction:
- Large signs noting opening and closing day and time
 - Large signs stating where can pick up winning items after auction close

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- Request for table and a few chairs in the center of the auction site
 - Request access to an electrical outlet
- Aug 15: Co-write article with NASAC for *Globe News*, last one before Annual Meeting. If possible, schedule a committee teleconference before article is submitted.
- Sept 1: Set up mentor event subcommittee. Send out invitations for mentors to attend the Mentoring and Networking Event; deadline for response by October 10. Make attempt to invite some new mentors each year. Be sure to include a range in mentor experience levels as well as maintaining equal tripartite participation, where possible.
- Sept 1: Deadline for entry into meeting program.
- Sep 30: Appointment of new SAC members
- Oct 1: Get data from SETAC NA to go into annual BoD report (number attendees to last year's dinner, amount collected from silent auction, names and awarded amounts for STEO winners).
- Oct 15: Send out reminder about silent auction donations to SETAC members. Ask SETAC NA Office if auction signs prepared.
- Oct 26: Send annual SAC committee report to the SAC Board Liaison for Board of Directors Meeting
- Nov 1: Send out reminder to Mentoring and Networking Event participants for annual meeting.
- Nov 1: Begin cataloging of Silent Auction items, prepare extra bid forms, etc.
- Nov: SETAC NA Annual Meeting:
- Committee meeting Sunday morning of the conference
 - Support NASAC seminar functions at noon as needed
 - Set up and conduct Silent Auction
 - Organize and preside over Student-Mentor Networking Event
 - Verify student registration/estimate attendance at the Event
 - Network with membership about future topics and other suggestions.
- Dec 1: Thank-you letters for mentors