

MEMBERSHIP COMMITTEE
SETAC North America

March 2011

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

- A. The purpose of the SETAC North America (SNA) Membership Committee (MC) is to secure an active and qualified membership with sufficient interest and ability to achieve the goals of the Society.
- B. The duties of the committee include the following: coordinate solicitation of new members in SNA, recommend classes of membership, recommend criteria for membership, and act as liaison between the membership and the SNA Board of Directors (BOD) on matters relating to membership status and dues.

II. COMMITTEE MEMBERSHIP

- A. There are a minimum of six (6) general members and a chairperson/co-chairpersons and vice chairperson on the committee. The SETAC President appoints the chairperson(s) for a term of one (1) year. The general members serve on the committee for a term of three (3) years. To the extent possible these terms shall be staggered so that no more than approximately 50% of the terms expire each year.
- B. The SNA Executive Director serves as a non-voting vice chairperson, and the SNA ED's term is indefinite. The general members and the chairperson must all be SETAC members in good standing.
- C. The SNA President will assign one SNA Board member to function as a liaison between the SNA BOD and the membership committee. This liaison will serve at the discretion of the SNA President.

III. OPERATING PROCEDURES

- A. Solicitation of new members is an important activity for the committee. Committee members are active in obtaining names of

colleagues or institutions that would be qualified and might be interested in applying for SETAC membership. Membership drives aimed at particular segments of the environmental sciences community may be conducted by *ad hoc* groups, usually chaired by a Membership Committee member.

- B. Explaining the advantages of SETAC membership on a person-to-person, informal basis is the duty of all SETAC members. It is the responsibility of the committee to support these efforts and reinforce the concept that the Society is the membership.
- C. Classes of membership in SNA are established by the SETAC World Council (SWC), in consultation with the SNA BOD, upon recommendation from the SNA Membership Committee. Recommendation for membership categories will be by consensus of the Membership Committee and reported in writing to the SNA Board of Directors in a timely manner. Any changes to the categories must be approved by the SWC
- D. The SWC or the SNA BOD may call upon the Membership Committee for evaluations concerning recommendations affecting membership.
- E. The chairperson will act as liaison between the Society's membership and the SNA Board on matters relating to membership status and dues. All final decisions will be made by the SWC.
- F. The SNA MC Chairperson shall communicate with the Finance Committee on relevant matters, such as the setting of membership dues.

IV. ACTIVITIES CALENDAR

The Membership Committee shall perform duties as scheduled below:

- A. Prepare and distribute a Membership Committee activities report to the Board of Directors two weeks prior to each regularly scheduled full Board Meeting (Twice a year) or at the request of the SNA President. Key activities of the committee will be communicated to members of SNA Board by the board's MC liaison person.
- B. As appropriate, prepare articles for the SETAC Newsletter relating to membership status, relevant Board activities, and committee objectives.

- C. Prepare a Membership Committee report for the annual business meeting (November).
- D. The Committee Chairperson will call meetings or conference calls as necessary throughout the year for the conduct of committee business.

V. MEMBERSHIP ACTIVITIES HANDLED BY THE SETAC OFFICE - Pensacola.

- A. Coordinate the collection of dues that have been recommended by the Finance Committee and established by the SWC; send Annual dues statements electronically in a timely manner.
- B. Review applications for membership and notify the SNA BOD and the SWC of action taken on an ongoing basis.
- C. Maintain update listings of active and inactive members on an ongoing basis.
- D. Update the distribution list for *Environmental Toxicology and Chemistry and IEAM* on an ongoing basis to suspend subscriptions to members in arrears for dues.
- E. Reinstate to active status those members dropped from the membership roster upon payment of full dues for the current year.
- F. Maintain a current list of membership classes.
- G. Update membership brochures and application forms as needed with concurrence of the Membership Committee and the SETAC Board of Directors.
- H. Provide quarterly updates on member status to the Board and Membership Committee.