

SETAC North America - MENTORING COMMITTEE  
STANDARD OPERATING PROCEDURES

**I. COMMITTEE CHARGE**

The charge of the Mentoring Committee is to provide a forum to foster technical and career development mentoring activities for SETAC members at all stages in their professional development, including early-, mid-, late- or even post-career tracks. Student members of SETAC are mentored through the activities of the student Advisory Committee. Through active engagement with other SETAC committees, the Mentoring Committee will engage the membership in offering a range of career enhancing educational opportunities including formal mentor-protégé teaming, courses on topics of importance and relevance to career and post-career members and sponsoring special events that highlight the benefits of mentoring in developing both professional and personal enrichment.

**II. MEMBERSHIP and DUTIES**

**A. Committee Leadership.** The leadership of the Committee includes the Chairperson, the Vice-Chairperson and the Past-Chairperson, each of whom shall serve in their role for a year. At the conclusion of a Chairperson's tenure, the leadership positions shall rotate as follows: the current Chairperson shall become the Past-Chairperson, the Vice-Chairperson shall assume the role of Chairperson, and a new Vice-Chairperson shall be selected. Thus, a member of the committee is expected to serve in a leadership role for three sequential years. The recommendation for Vice-Chairperson shall be made each year by a majority vote of standing Committee members at the Annual SETAC North America Meeting. The Vice-Chairperson shall then be formally appointed by the President of SETAC North America. If required, Chairperson and Past-Chairperson appointments shall be renewed by the President. The Chairperson duties shall include management of the Committee agenda, organization of Committee meetings and sponsored activities (including delegation of Committee tasks to members as appropriate) and oversight of Committee-sponsored events at the annual meeting. The Vice-Chairperson duties include assisting the Chairperson in executing his/her duties as needed, and establishing with appropriate Committee and Subcommittee input, the Committee-sponsored events that will be proposed to the Board for the next year's annual SETAC meeting. The Past-Chairperson shall

serve as an advisor and a technical and logistical resource to both the Chairperson and Vice-Chairperson. Subcommittees shall be assembled as needed according to the planned yearly activities of the Mentoring Committee. Subcommittee leaders shall be appointed by the Committee chair for the term of the active subcommittee or up to one year. Appointment of subcommittee leaders may be renewed on a yearly basis with approval of the Committee Chair. Upon completion of a term of leadership of a Subcommittee, these leaders shall return to regular member status.

**B. Steering committee membership.** There shall be 6 to 8 members of the Steering Committee. Steering Committee members shall be appointed by the chairperson from the current general membership as openings become available or as recommended by the Committee as a whole. Steering Committee members shall be comprised of (i) the Chairperson, (ii) the Vice-Chairperson, (iii) the leaders of identified subcommittees, and (iv) a Board of Directors Liaison.

**C. General committee membership.** There shall be 8 to 10 additional general members of the Committee who serve at large without a leadership role specified by this S.O.P. Nominations for new general members should be submitted to the Chair. A balance between government, academia, business and non-government organizations must be considered in the appointees to the Committee. Senior scientists as well as early career scientists are encouraged to participate as general members.

### **III. SCOPE OF ACTIVITIES**

Activities of the Mentoring Committee can be broadly classified into one of the following:

**A. Facilitate mentoring programs for early-, mid-, late- and post-career SETAC members**

The goal of this mentoring program is to address the special needs of SETAC members by providing the opportunity for them to develop beneficial relationships with senior scientists. One-on-one and/or group mentoring activities are encouraged.

**B. Provide enrichment activities for early-, mid-, late- and post-career SETAC members**

The Mentoring Committee shall provide enrichment activities related to career development and mentoring opportunities for SETAC members, including but not limited to: luncheon seminars, receptions, open house events, focus panel discussions.

#### **IV. TIMELINE OF ACTIVITIES**

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

##### **A. Membership**

1. Nominations for new general members (including self nominations) should be received by the Chairperson two months before the SETAC North Annual Meeting.
2. The Chairperson will contact potential new general members to determine their willingness to serve, and selects new members.
3. The new general members are able to meet and interact with the Committee and established Subcommittees during the annual meeting.
4. The new general members then become official members of the Committee following the annual meeting.

##### **B. Committee Meetings**

The Mentoring Committee shall meet at least four times during each year to discuss Committee activities and prepare action items for the Board of Directors meetings. General members are encouraged to participate in committee meetings and conference calls, planned as follows:

- a. One Committee meeting is held during the SETAC North America Annual Meeting.
- b. A minimum of three additional meetings shall be conducted by conference call. These meetings shall focus on preparations for the annual SETAC North America Meeting.
- c. The Chair shall prepare a quarterly summary of activities for the Board Liaison to submit at the Board of Directors meetings.

##### **C. Subcommittee Meetings**

Subcommittees shall meet at a frequency agreed upon by the Subcommittee members. Quarterly reporting of Subcommittee activities (via email) will be provided to the Committee Chairperson.