

SWC MEMBERSHIP COMMITTEE
STANDARD OPERATING PROCEDURE

I. COMMITTEE CHARGE

The Membership Committee is responsible for membership criteria and the application of membership policy. It has oversight for approval of membership applications, overall member services, and membership development. The Committee has responsibility for policy on the use of membership information and for the production of the membership directory.

II. MEMBERSHIP

The Committee shall consist of a Chair and at least 2 additional members. The Chair will be appointed by the SETAC President and will select the 2 (or more) additional members. The first three members of the Committee must be from different Geographic Units, must maintain sectorial balance, and must be Members in good standing of SETAC. Additional members may be appointed at the discretion of the Chair. The Chair should be a member of the SETAC World Council (SWC), but additional members may be selected from the general membership.

III. OPERATING PROCEDURES

A. Applications for membership

Applications are made to the Geographical Unit (GU) in which the applicant resides. The GU Executive Director and his/her staff will review all applicants and make the initial decision of qualifications and membership category. Those that are apparent will be communicated with directly by the GU Executive Director. Any questionable applications, or those for which the GU Executive Director cannot easily make a decision about qualifications or categorization, will be submitted to the Membership Committee Chair for review. The Chair will share the application with the Committee Members and reach a consensus recommendation. This will be communicated to the GU Executive Director for further action.

1. Emeritus membership

All applications for Emeritus Membership at the International level will be forwarded to the Membership Committee for review. The Committee will judge candidates based on three categories: a) scientific contributions; b) service to SETAC (international); and 3) service and education to the larger international community (beyond

SETAC). Supporting documentation from the nominee shall include, at a minimum, a curriculum vitae and a letter of nomination support from his/her Geographical Unit. The Committee will reach a consensus decision and make written recommendation to the SETAC World Council (SWC). The SWC will have final approval of all nominations.

B. Member services

The Membership Committee will serve in a consultative role to the GU and SWC Executive Directors in reviewing member services. The Committee shall ensure that member services are comparable within the various GUs, and make recommendations to the SWC in this regard. The Membership Committee shall review results of all Membership Surveys (e.g., membership satisfaction, membership numbers and status) and present results to the SWC, along with recommendations (if any) to correct perceived problems. The Committee shall work with the Executive Director to ascertain comparability of member services among SETAC and similar professional organizations and in member recruitment activities.

C. Geographic Unit Coordination

A GU may, at its discretion, establish its own Membership Committee. Initial decisions regarding membership application may be processed by the GU Committee; however, final oversight and recommendation rests with the SWC Membership Committee. This will ensure consistency among the GUs in regard to membership status.

Emeritus status at the GU level will be at the sole discretion of the GU, and need not be referred to the SWC Membership Committee.

Membership recruitment at the GU level may be done by the GU Membership Committee, but must be done in coordination with the SWC Committee. Member benefits must be the same across GUs and, therefore, final determination rests with the SWC following recommendation by the Membership Committee.