

LONG-RANGE PLANNING COMMITTEE  
SETAC North America

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

- A. The purpose of this Committee is to formulate long-range plans and goals for SETAC and to work with the other Standing Committees, the Board of Directors, and the Executive Director to assure that activities are implemented to meet the goals.

II. MEMBERSHIP

- A. There are approximately twenty (20) regular members of the Committee (including the chairperson) and one *ex-officio* member, the Executive Director. The Committee is chaired by the SETAC Vice President and other permanent members include the SETAC President, and chairpersons of all the Standing Committees. The President and chairpersons serve for the term of their incumbency and are replaced by their successors.
- B. Three members of the Board of Directors and three SETAC members-at-large also serve on the Committee. These individuals serve three-year staggered terms and are appointed by the SETAC Vice President. Two (2) appointments, one from the Board and one from the membership, are made each year following the annual meeting of the Society and become effective January 1st of the following year. A balance between government, academia, business, and non-government organizations must be considered in the appointees to the Committee.

III. OPERATING PROCEDURES

- A. The Long-Range Planning Committee will be pro-active in planning for the future of SETAC. The Vice President will work with the SETAC Board of Directors and with the membership of the Committee to develop and update the Long-Range Goals of the Society.
- B. The Committee will develop recommendations to the Board of Directors, Standing Committees, and the Annual Meeting Program Chairpersons for initiatives and activities to meet the aims and goals of the Society. Recognizing that planning and goal-setting are dynamic activities, the Committee will continually seek ways for SETAC to meet the needs of its

members and to advance the fields of environmental toxicology and chemistry.

#### IV. ACTIVITIES CALENDAR

- A. The Vice President of SETAC is the chairperson of the Long-Range Planning Committee. Immediately following the annual meeting of SETAC, the Vice President will appoint one person from the Board of Directors and one person from the membership-at-large to serve three-year terms to become effective January 1st of the coming year. The Long-Range Planning Committee will meet at least twice a year to review and update the existing long-range plan and goals for the Society, to develop any additional/new plans, and to assess the status of the Society in meeting its goals.

#### V. SCOPE OF ACTIVITIES

- A. The Committee is to make recommendations to the Board of Directors on matters pertaining to the long-range plans and goals of SETAC. It will also recommend activities to the Board and to the Standing Committees of the Society to assure that the aims and goals of the Society are being fulfilled.