

SETAC North America Student Advisory Council

Standard Operating Procedures May 2011

1. Role

The SETAC North America Student Advisory Council (NASAC) was created to provide a voice for SETAC student members and to represent their interests within SETAC North America (SNA). The council is made up of student members that represent various SNA Regional Chapters or SNA as a whole. The council provides advice and recommendations and new initiatives related to student activities by liaising and working together with the SETAC North America Board of Directors (SNA BoD), the SNA Student Activities Committee (SAC), as well as the SNA student members. NASAC initiatives also include the organization of student events in co-ordination with the SAC, as well as the publication of student-oriented newsletters to keep SETAC student members up to date on SETAC student-related activities. These recommendations or initiatives are designed to encourage widespread and meaningful participation of the SETAC student membership, as well as to encourage the continued involvement of recent graduates as professional SETAC members.

The SETAC NASAC should also liaison with the Student Advisory Councils of other SETAC Geographic Units (e.g., Latin America, Europe, and Asia-Pacific) to share ideas and experiences with regards to student-oriented activities within SETAC.

The SETAC NASAC comprises SNA student members, who may be members at large or affiliated with individual SNA Regional Chapters. The NASAC Chairperson also serves as the sole student representative to the SNA BoD.

2. Selection

2.1. NASAC Student Representatives

The council should consist of a student representative from each of the SNA Regional Chapters, as well as two student members at large.

Student representatives are selected based on the following criteria:

- Student representatives must be a student member of SNA or have his/her completed application for membership submitted to SETAC by the beginning of the SNA Annual Meeting (i.e., October)
- Student representatives must plan to serve at least one year on the NASAC¹
- Student representatives must plan to attend the SNA Annual Meeting; however, SETAC is

¹ Note that the NASAC Chair must agree to serve on the NASAC for two years.

not financially responsible for the member's travel and meeting costs²

2.1.1. NASAC Student Representatives – SNA Regional Chapter Members

In addition to meeting the criteria in Section 2.1, SNA Regional Chapter student representatives to the NASAC are selected as follows:

- Each SNA Regional Chapter should select the student representative and ensure that the student can serve on the NASAC for a minimum of one year³
- Ideally, the student representative should also serve on the Regional Chapter's Board of Directors to facilitate communication between the NASAC and the Regional Chapters for student-related items.
- Each SNA Regional Chapter President shall notify the SNA Executive Director of the designated student representative for the upcoming year no later than July 1st and provide the student representative's contact information (i.e., name, address, phone and fax numbers, and e-mail address)

2.1.2. NASAC Student Representatives – SNA Members at Large

In addition to meeting the criteria in Section 2.1, the NASAC SNA student members at large may be chosen to represent:

- Areas of North America not currently assigned to a Regional Chapter
- The Student Activities Committee
- The Program Committee for the upcoming Annual Meeting.

2.1.3. NASAC Student Representatives – NASAC Chair and Vice-Chair

The selection process for the NASAC Vice-Chair and Chair differs from other NASAC members, as the Vice-Chair automatically assumes the role of Chair at the subsequent SETAC-NA meeting after their first year serving as Vice Chair. The NASAC Chair is also required to serve as a non-voting member and sole student representative to the SNA BoD.

A. Eligibility criteria for the NASAC Vice-Chair includes:

- A completed application form submitted by the deadline date (April 31st) with approval from his/her respective academic advisor
- The NASAC Vice Chair must be a student member of SNA or have his/her completed application for membership submitted to SETAC by the beginning of the SNA Annual Meeting (i.e., October)
- The NASAC Vice Chair must plan to serve two years on the NASAC, the first year as the Vice Chair and the second year as Chair.

² SETAC is not financially responsible to support travel and meeting costs for NASAC student representatives; however, SETAC may financially support the travel and meeting costs for the NASAC Chair.

³ Depending on the individual SNA Regional Chapter, a student representative from the chapter may serve on the NASAC for two years.

B. Eligibility criteria for the NASAC Chair includes:

- Served as Vice Chair of NASAC one year prior to assuming Chair position
- The NASAC Chair must be a student member of SNA
- The NASAC Chair must plan to attend the SNA Annual Meeting as well as all SNA BoD meetings and conference calls during their term of office.

C. Application and Selection Process of Vice Chair

- The NASAC Vice Chair and student representative to the SNA BoD (NASAC Chair / SR) are selected from a pool of applications from the SNA student membership at large; this may or may not include Regional Chapter Student Representatives. The new NASAC Vice-Chair/SR are selected by a committee that includes: the current NASAC Chair / SR; the NASAC members; the Chair of the SNA Student Activities Committee; and the NASAC liaison to the SNA BoD.
- By April 1st each year, a general notification will be distributed to the SETAC North America student membership (including current NASAC members) to solicit applicants for the Vice Chair position. All eligible applications are then distributed to the selection committee for review. Each member of the selection committee will individually rank all applicants, with each member holding an equal vote. The election results will be tallied by the current NASAC Chair / SR and the Chair of the SNA Student Activities Committee. In the event of a tie, the current NASAC Chair / SR will break the tie and provide the final vote for candidacy. The student receiving the most votes will serve as NASAC Vice Chair for one year, followed by serving their second year in NASAC as Chair.
- By June 1st, the NASAC Chair / SR will provide a recommendation to the SNA BoD for final approval of the recommended candidates. Once approved, the newly elected NASAC Vice Chair / SR, as well as all other applicants, will be notified of the decision by the current NASAC Chair / SR no later than September 1st of the election year. This will provide time to allow the outgoing NASAC Chair / SR to facilitate the transition of the Vice Chair to Chair and orientate the newly elected NASAC Vice Chair into their new roles and for the new representative to become familiar with SNA BoD procedures.

D. Term Length and Cycle

- The term of service of the Vice Chair is two years, with the first year serving as Vice Chair to orientate them in the operations of NASAC and SETAC and followed by the Vice-Chair assuming the duties of the NASAC Chair during the second year of their two year term.
- At the conclusion of their terms as Chair, the person will assume the Outgoing Chair role.
- Term Cycle
 - Year 1: NASAC Vice Chair
 - Year 2: NASAC Chair
 - Year 3: NASAC Out-going Chair

3. Duties

A. The NASAC members will communicate and meet via:

- Quarterly conference calls with recorded minutes
- An in-person meeting at the SNA Annual Meeting; this can include members of the SNA Student Activities Committee
- Between conference calls and meetings, interactions will be via e-mail communication and through the use of the NASAC on-line community.

All major communications between NASAC members must include the NASAC liaison to the SETAC SNA BoD and the Chair of the SNA Student Activities Committee.

Communication between the NASAC and SNA student membership at large will be fostered by the NASAC members (e.g., via Regional Chapters), the use of the SETAC on-line community, and the publication of the SETAC Student News newsletter twice per year. Other forms of communication to the student members may be used as necessary.

B. Each NASAC student representative is expected to:

- Participate in all NASAC activities (e.g., conference calls, e-mail exchanges, meetings at the SNA Annual Meeting, preparation of SETAC Student News issues)
- Participate in a secretarial role throughout conference calls; this role would be alternated between the student representatives
- Contribute ideas and suggestions for the betterment of the NASAC and student involvement within SNA
- Participate in other SETAC committees as the need or request arises

C. The NASAC Chair / SR is required to:

- Provide leadership to the NASAC members and disseminate information between the NASAC members and SNA BoD with support from the SNA liaison to the SNA BoD
- Coordinate conference calls and meeting times
- Maintain communication with the SNA liaison to the SNA BoD
- Prepare an annual report, in conjunction with NASAC members, to be submitted to the SETAC SNA BoD prior to each SNA Annual Meeting
- Participate in and attend all SNA BoD meetings and conference calls⁴
- Serve as a non-voting member and sole student representative to the SNA BoD.
- Assist the NASAC Vice Chair and student representatives in planning the two noon-time seminars held each year at the SETAC-NA meeting.
- Assist the NASAC Vice Chair in planning the biyearly NASAC newsletters for distribution to SETAC-NA student members

⁴ A stipend is provided for travel costs to and from in-person meetings

D. The NASAC Vice-Chair is required to:

- Participate in NASAC meetings and monthly SNA BoD conference calls to the best of their ability.
- Assist the NASAC Chair and student representatives in planning the two noon-time seminars held each year at the SETAC-NA meeting.
- Organize and plan the NASAC Student Art Contest at the upcoming SETAC-NA meeting.
- Assist the NASAC Chair in planning the biyearly NASAC newsletters for distribution to SETAC-NA student members
- In the event of the use of social media sites for NASAC, the Vice Chair will monitor appropriateness of posted content.

E. The NASAC Out-Going Chair is required to:

- Serve as an advisor to NASAC
- May serve on another SETAC Committee (i.e. Mentoring)
- In the event the Vice Chair or Chair resign their position, the Out-Going Chair will serve in that capacity during the interim until a replacement is named.

4. Committee Liaison

A current SNA BoD member, appointed by the SNA President, will work in partnership with the NASAC Chair to serve as a liaison between the SNA BoD, the NASAC, and the SNA student membership.

5. Deliverables

The NASAC is responsible for:

- The completion and distribution of two annual NASAC newsletters (*SETAC Student News*)
- The completion of an annual report detailing NASAC activities to be delivered to the SETAC SNA BoD prior to the SETAC North America Annual Meeting

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