

STUDENT ACTIVITIES COMMITTEE  
SETAC North America

STANDARD OPERATING PROCEDURES

1. COMMITTEE CHARGE

It is the intent of the Society of Environmental Toxicology and Chemistry (SETAC) to fully support and enhance the participation of students and professionals in the Society, and to provide a mechanism through the Student Activities Committee to plan and coordinate the student program of SETAC and to interact with the student chapters. The Committee along with the SETAC Office serves as a means of continuity and solicitation of input from year to year for the student program for SETAC Annual Meeting as well as for other activities as appropriate.

For each Annual Meeting the Committee works with the Program Committee and the SETAC Office to ensure a student program is in place, to engage speakers and make sure they will be available, and coordinate with the Local SETAC Chapters for student support. The Committee's plans for the student workshop dinner and seminar lunch arrangements are communicated to the SETAC Office for implementation, and the Committee provides regular notices for the SETAC *Globe* newsletter.

- A. Arrange the student program at the Annual Meeting.
- B. Identify means to incorporate students and pre-professionals into SETAC Annual Meeting.
- C. Contact professionals for Monday night mentoring and networking workshop
- D. Establish additional opportunities for students to meet with professionals they met during the Annual Meeting.
- E. Arrange for at least two noon seminars (typically held on Monday and Wednesday) of the Annual Meeting; and
- F. Evaluate student programs offered by other societies, such as ACS, WEF, NABS, LAO, and such. Solicit input on desirable activities from the SETAC student membership and student chapters.
- G. Write and solicit newsletter articles focused on students activities of the committee and directed to students.

- H. Propose to the Board of Directors additional activities for students in the Society.

## II. MEMBERSHIP

The Chairperson is appointed by the President and approved by the Board of Directors. The membership consists of ten members who are appointed by the Chairperson. In addition, each year, one of the new Committee members also serves as Liaison to that year's Annual Meeting Program Committee. After one year as a Liaison to the Program Committee, the member will remain on the Committee for two years (total three year term).

Each member is to serve for three (3) years. Appointments are made each year one month prior to the Annual Meeting and become effective immediately upon acceptance of the appointment. All reasonable effort should be made to balance membership among Government, Industry and Academia. At least three of the members should be students. To ensure continuity within each subcommittee, no more than one-half of a subcommittee should be replaced in any given year. New appoints will be staggered in term duration to accommodate this. The Executive Director serves as an *ex officio* member.

## III. SCOPE OF ACTIVITIES

Activities of the Student Activities Committee are the following:

As the field of environmental toxicology and chemistry is rapidly changing, future needs of the student membership will also change. The Committee will continually analyze the format, content, quality, and availability of the student program to determine if the needs of the membership are being met and quality maintained.

### Annual Meeting

Over the years, the Committee will attempt to vary the subject matter of the presentations and include cutting-edge and evolving subject areas. The Committee will also make it a priority to maintain an awareness of new development, so that relevant offerings may be made available to the student membership.

### Other Activities

Provide student activities at local chapter meetings as opportunities arise. Develop opportunities to work with student chapters and engage advisors of those chapters in annual committee meetings for brainstorming sessions.

#### IV. COORDINATING ACTIVITIES WITH THE ANNUAL MEETING PROGRAM AND SETAC COMMITTEES

The function of the Liaison from the Student Activities Committee to the Program Committee of the Annual meetings is in regard types of student activities that they would like to see on the Program. A second major function is that the Liaison to the Program Committee will be responsible for logistics of proposing the program at the Annual meeting. The intent is that the Liaison to the Program Committee will represent the Program Committee's interest in the Student Program, while the Student Activities Chair and Committee and the SETAC Office will provide the "institutionalized" memory and long-term plans.

The Committee should coordinate in determine student needs and proposing activities to the Board of Directors to with other committees that coordinate programs involving students (i.e., Membership Committee, Regional Chapters, Education Committee, Short-Course Committee, Fellowship and Awards Committee), along with the SETAC Office.

#### 22. ACTION RESPONSIBILITIES

Committee (key code: C = chairperson, M = member)

1. Adhere to all aspects of this SOP and review and revise this SOP as needed (C,M).
2. Attend Board meetings when possible to submit motions and solicit nominations on behalf of the Committee (C).
3. Select incoming Committee replacements prior to the Annual Meeting (C).
4. Inform the SETAC Office of needs for award plaques and certificates of appreciation in a timely manner (C).
5. Announce plans for Annual Meeting in the SETAC Newsletter (C, M).
6. Coordinate with Program Chair to have a Committee breakfast meeting during the Annual Meeting (C).
7. Maintain records of Committee activities to pass on to the chairperson's successors (C).
8. Respond in a timely manner to actions requested by the chairperson and appropriate subcommittees (M).

SETAC President

1. Select incoming chairperson in accord with SOP requirements and monitor performance of these individuals to ensure compliance with the SOP responsibilities.

### SETAC Board Members

1. Support the SETAC President's oversight responsibilities of the Committee performance. Consider for approval Committee proposals (and budgets) for student activities.

### SETAC Office

1. Provide timely support services to the Committee as specified in the annual budget.
2. Advise chairperson(s) of deadlines and needs relative to the Board meetings and Membership Directory.
3. Obtain appropriate certificates of appreciation as needed.
4. Arrange for the student dinner, lunch seminars, and associated student activities at the Annual Meeting as needed and requested by the Committee.

## VI. GENERAL TIMELINES OF ACTIVITIES FOR ANNUAL MEETING

The following deadlines have been cross-referenced with the Draft of the SETAC Master Time line to insure that relevant deadlines are intermeshed with Society activities.

- |         |  |
|---------|--|
| Dec. 15 | Prepare write-up for <b>January Globe Newsletter</b> : - article highlighting the student program from Annual Meeting. |
| Jun. 15 | Prepare second article for <b>July Globe News</b> - highlighting student committee activities                          |
| Jun. 15 | List of titles and program for Annual Meeting for inclusion in Program Overview  |
| Jun.    | Present update and overview of Program for Board of Directors Meeting and Annual Meetings Program Committee            |
| Jun. 15 | Submit Program to SETAC Office for inclusion in Final Program  |
| Aug. 15 | Article for Newsletter, last one before Annual Meeting.  |
| Sept 1  | Invitations for Mentoring and Networking Workshop sent out; deadline for response by October 10.                       |
| Sept 30 | Appointment of new Committee members   |
| Oct. 10 | List of participant names for badges must be provided to SETAC.  |

- Oct 26 Present update annual Committee report for Board of Directors Meeting
- Nov. 1 Reminder to Mentoring and Networking Workshop Participants for annual meeting.
- Nov. SETAC Annual Meeting: **ANNUAL MEETING**  
Preside for Student Workshop.  
Introduce seminar functions at noon.  
Verify student registration/estimate attendance  
Ensure handouts are available for a student workshop.  
Network with membership about future topics and other suggestions.
- Dec. 1 Thank-you letters for presenters, student workshop invitee, etc.

## VII. STUDENT ACTIVITIES COMMITTEE MEMBERS

The Chairperson is appointed by the President and approved by the Board of Directors. The membership consists of ten members who are appointed by the Chairperson. In addition, each year, one of the new Committee members also serves as Liaison to that year's Annual Meeting Program Committee. After one year as a Liaison to the Program Committee, the member will serve out the remainder of their term on the Committee.

Each member is to serve for three (3) years. Appointments are made each year one month prior to the Annual Meeting and become effective immediately upon acceptance of the appointment. All reasonable effort should be made to balance membership among Government, Business and Academia Sectors. At least two of the members should be students. To ensure continuity within each subcommittee, no more than one-half of a subcommittee should be replaced in any given year. New appoints will be staggered in term duration to accommodate this. The Executive Director serves as an *ex officio* member.