

EDUCATION COMMITTEE  
SETAC North America

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

The purpose of this committee is to plan and coordinate activities of the Society of Environmental Toxicology and Chemistry (SETAC) as related to continuing education of the membership and development of educational information for the general public. The committee will work to insure that such activities and materials are timely, appropriate, and effective tools for communicating the principles of environmental toxicology and chemistry.

II. MEMBERSHIP

The chairperson is appointed by the SETAC NA President and approved by the Board of Directors. The Chairperson serves for 1 year, but may be reappointed by subsequent Presidents for a maximum of three (3) consecutive one-year terms. If desired, the Chairperson may appoint a Co-Chairperson from within the membership to serve a 1-year term. The Co-Chairperson could also serve a maximum of three consecutive one-year terms. The membership consists of up to twenty (20) ~~from five (5) to twelve (12)~~ members who are appointed by the chairperson, although additional members may be added to the committee as desired. ~~Selected members serve as liaisons to other committees (Technical and Short Course Committees) or advisory groups (Life Cycle Assessment Advisory Group).~~ The chairperson selects new members prior to the annual meeting each year, such that approximately equal representation from government, academia, and industry is maintained. Each member serves a three (3) year term. Membership terms may be renewed upon mutual agreement by the Committee Chairperson and the committee member.

III. SCOPE OF ACTIVITIES

Activities of the Education Committee can be classified into one of the following:

A. Development of activities

The Committee has responsibility for the development, use, and distribution of educational materials or programs to meet the continuing education needs of the membership and general public. Materials and programs will be aimed at fostering a better understanding of recognized environmental principles and practices.

B. Coordination of activities

In order to ensure that the activities of other SETAC committees ~~as well as the SETAC Foundation for Environmental Education~~, are congruous, but not repetitive, the Committee will maintain communications with these related groups and exchange information regularly. In addition, the Committee may establish contacts with the corresponding education committees of related societies to share ideas and materials, and to collaborate on educational projects.

C. Review of material or programs

When material or programs for new educational activities are developed, the committee will submit them to the Technical Committee for review of technical content, to the Publication Committee for review of printed material, and to the Board of Directors for formal approval.

IV. TIMELINE OF ACTIVITIES

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

A. Membership

1. Nominations for new members should be received by the chairperson two (2) months before the SETAC Annual Meeting.
2. The chairperson contacts potential new members to determine their willingness to serve, and selects new members.
3. The new members are able to meet and interact with the committee during the annual meeting.
4. The new members then become official members of the committee following the annual meeting, each for a term of three (3) years.

B. Committee Meetings

1. The Education Committee meets at least quarterly during each year to discuss committee activities and prepare action and budget items for the Board of Directors meetings.
  - a. One meeting is held ~~once a year~~ during the SETAC Annual Meeting.
  - b. A minimum of three (3) additional meetings are conducted by

conference call.

C. Summary of Year's Activities

1. The Education Committee will be responsible for summarizing its activities and tasks initiated and completed during the previous year at least two (2) weeks prior to the SETAC Annual Meeting. This summary should be a written report to the SETAC President and Board of Directors with distribution to the Education Committee members.

D. Regular Update of Activities

1. The chairperson of the Committee will be responsible for providing information on its activities to the Board through ~~quarterly~~ updates for each meeting of the Board of Directors.