

# Society of Environmental Toxicology and Chemistry (SETAC)

## Board of Directors Fact Sheet

SETAC is governed by boards of directors, at various levels, that advance the society's [mission](#) through [programs](#) founded on SETAC's principles and values. The boards of directors maintain oversight over the society consistent with its incorporation documents and bylaws. Board of Director Members are rotate consistently following the society's by-laws.

### Benefits of Serving on the Board of Directors

Serve on the Board of Directors and you will reap many advantages.

#### **Community**

- Expand your professional community by working with others outside your direct network.
- Learn about various opportunities and get more involved in your professional society.

#### **Professional Development**

- Attend trainings and workshops on non-profit association leadership and boost your understanding of the non-profit business model and society and association operational structures.
- Enhance your talents in diplomacy, meeting facilitation, and conflict resolution.

#### **Leadership**

- Hone your skills in visionary and strategic leadership.
- Explore how to advocate for governance changes within a scientific society.

### Duties of the Board of Directors

The duties of a board member include legal and operational as well logistical and personal responsibilities.

The legal and operational obligations of a board member are to:

- 1) Ensure the prudent use of all assets including financial (fiduciary), facility, people, and good will.
- 2) Ensure that policies and programs are advancing SETAC's mission based on its principles and values.
- 3) Ensure that applicable laws and regulations are followed.

The logistical and personal responsibilities of a board member include the obligation to:

- 1) Adhere to all [SETAC policies](#) and Bylaws.
- 2) Take responsibility for making decisions on issues, policies, budgets, by reviewing materials, asking questions, and requesting information to make informed decisions.
- 3) Prepare for, attend, and be engaged at board meetings. The board typically holds 1.5 hour meetings monthly. Further, two longer meetings in-person or online are also typically organized.
- 4) Be a liaison to a board committee to provide direction from the board, as needed, and thus attend committee meetings, as necessary.
- 5) Contribute financially to the organizations at a level that is personally meaningful (e.g., self-financing meeting attendance).

Prospective board members should discuss, with their employer, the support they will get in terms of their time as well get any ethical approvals necessary. Prospective board members should also discuss with their employers potential funding for travel. However, no member should be excluded from participation in governance for financial reasons and thus SETAC provides travel support to board members when needed.

Note: Board members will be asked to complete a Board Member Contract and SETAC's [Conflict of Interest Declaration Form](#) and [Ethical Conduct Self-Disclosure Form](#).