

Society of Environmental Toxicology and Chemistry (SETAC)

North America Annual Meeting

Roles and Responsibilities of a Meeting Chair

The Society of Environmental Toxicology and Chemistry North America (SNA) annual meeting brings together environmental professionals to advance the society's [mission](#). The meeting is planned in a manner that is consistent with SETAC's [principles and values](#). Further, the meeting organization evolves based on the society's [strategic goals](#) and priorities. The meeting is an important scientific and community-building event for our membership under the oversight of the board of directors (board). The organization of SNA annual meetings is a true collaboration between the SNA board, the SNA executive director and staff, and the SNA annual meeting program committee (program committee). The charge to the program committee is to prepare the scientific and community-building programs of the annual meeting under the oversight of the board, consistent with the [annual meeting guidelines](#).

Annually, SNA issues an open call for chairs soliciting individuals from the region where the meeting will take place who have the demonstrated leadership at SETAC. The board then appoints 2 or 3 meeting chairs. The chairs are selected to present balance by sector (academic, business, government) and individual diversity consistent with SETAC's principles and values.

Chairing a SNA Annual Meeting comes with great responsibility but is also very rewarding. Members of the program committee - and especially the chairs - are expected to represent scientific excellence and exhibit high levels of scientific integrity and ethical responsibility. They are also expected to demonstrate living SETAC's [principles and values](#) and have a commitment to volunteerism. Chairs should preferably have exceptional leadership skills and emotional intelligence. Chairs are the face of the meeting and are expected to be great ambassadors of SETAC and the field in general. Chairs of SNA meetings get great visibility in the environmental science community in North America. Chairing a SNA meeting is often a steppingstone to being asked to serve on the board.

The program committee as a whole consists of two or three co-chair(s) and around 16 members who divide into either the scientific or the social subcommittee. Typically, each of the subcommittees are chaired by one of the meeting chairs and the third chair coordinates the shared duties of the entire committee such as coordinating and managing the volunteers during meeting.

The scientific subcommittee is responsible for the development, organization, and evaluation of the scientific program (plenaries, session, symposia) for the SNA annual meeting. This subcommittee is composed of the program committee chairs, and other members in such a manner as to ensure balance in scientific expertise. The community subcommittee is responsible for planning social and networking events (e.g., socials, excursions, student-mentor event, meeting guide program for first time attendees).

Program Committee members are expected to commit to volunteering during the 12–18-month period prior to the meeting to help develop a robust program. Committee members commit to 2-4 hours per month for 10 months the year of the meeting, depending on level of engagement. Scientific subcommittee members also commit to around 8 hours in March for session review and 30-40 hours in late June for abstract review. Finally, all committee members are expected to volunteer during the meeting.