

# Society of Environmental Toxicology and Chemistry Publications and Communications Committee Guidance

## **Objectives**

The primary objective of the Communications and Publications Committee (CPC) is to ensure that SETAC members interested in those issues (the community and the SETAC network) have the tools, training, and outlets required for communicating their work to a range of audiences. The committee also exists to ensure that SETAC sanctioned communication and publication outlets, such as the journals, the newsletters, and the website, are adequately filling the needs in our scientific community. CPC activities should support SETAC's mission and goals, and provide resources, advice, and direction in the areas of communication and outreach to members. Members of the CPC should identify publication and communication needs and present appropriate proposals to be considered by the SETAC World Council (SWC).

## **Governance**

The SWC will oversee the programming of the CPC. The CPC will be governed by a steering committee who will comprise a chair and a co-chair, and no fewer than five, but up to eight other members. Publications and communications staff from each Geographic Unit will be appointed to help with CPC activities. The overall composition of the steering committee should reflect balance, as much as possible, among the geographic units and multiple sectors. Further, the steering committee should be balanced with an eye to diversity, equity and inclusion principles. It should also consider experience to reflect the views of a diversity of SETAC members, including younger and more senior scientists. An editor from each of the SETAC journals should be appointed and participate in strategic planning. The Editors-in-Chief will serve in an ex-officio capacity. The chairs of the CPC will be a two-year term, with an upward term of six years.

The steering committee of the CPC will coordinate the creation of professional-level programs and training throughout the year for the SETAC community. These programs will not conflict or supersede courses and training currently under other committee and interest group purviews.

The chair or co-chair will convene in-person or online at least 4 times a year. They will convene planning meetings or business meetings as needed.

When recommendations to the SWC are solicited, the steering committee should strive to reach decisions based on consensus, but if consensus cannot be reached, a simple majority can be used. The steering committee will be expected to provide a summary of activities and plans for future activities in the first quarter of the year.

## **Community**

Any SETAC member interested in participating in programming of the CPC is invited to do so. The steering committee will advertise the time, date, and agenda of each program meeting in a timely manner, so that participants may join in as they see fit. CPC community members may engage in any program, training, or meeting, but any decision recommendation to the SWC will be taken only by members of the steering committee.

Community members are encouraged to present ideas to the steering committee for the creation of new communication outlets, communications, publications, or presentation training courses, or presentations and to identify opportunities for outreach or collaboration with other organizations and institutions.