

Society of Environmental Toxicology and Chemistry (SETAC) North America Board Member Roles and Responsibilities Fact Sheet

SETAC was founded in 1979 and evolved into a global scientific society promoting its vision of Environmental Quality through Science®. SETAC is governed by boards and council, at various levels, that advance the society's [mission](#) through [programs](#) founded on SETAC's principles and values.

SETAC North America (SNA) is governed by a Board of Directors (Board). The board maintains oversight over SETAC North America programs including: the annual meeting and associated programs (e.g., grants, awards, career development activities) consistent with SNA's [constitution and bylaws](#).

Membership in the SNA Board is refreshed consistently following the By-laws and strive of balance in geographical representation, sector, gender among other factors. Terms of new board members begin in November and last for three years. The duties of an SNA 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 including bylaws.

To protect governance from legal issues, SETAC maintain a Directors and Officers Liability Insurance Policy (D&O Insurance) policy.

The logistical and personal responsibilities of a board member are to:

- 1) Adhere to all [SETAC policies](#).
- 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 or three other longer meetings in person or online are also typically organized.
- 4) Attend the SNA Annual Meeting and possibly the regional chapter meeting in geographic area.
- 5) Be a liaison to a board committee to provide direction from the board, as needed, and thus attend committee meetings, as necessary.

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 to run. 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.

SETAC members wishing to nominate themselves for the board should provide a brief outline of background (i.e., current position and affiliation, terminal degrees, any experience of note and areas of focus), and then they may want to describe their personal history with the society (e.g., been a member since x, served on x committee(s), served on the editorial board, volunteered as a student presentation judge/ a mentor, ...). Finally, applicants should describe their commitment to advancing SETAC's [mission and values](#) and elaborate on any experience, strengths or ideas they will bring to the board (e.g., leadership, governance, project management, finance). This statement will assist the nominations committee and board prepare a slate of candidates and will also be provided to the membership, along with a headshot, during the voting period.

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