

Nominations Committee Procedures SETAC North America

I. COMMITTEE CHARGE

It is the charge of the Nominations Committee (Committee) to cultivate and nominate governance leadership for the Society of Environmental Toxicology and Chemistry (SETAC) North America (SNA). As such, the Committee prepares the slate of nominees for the Board of Directors (Board), which also includes the North America Student Advisory Council (NASAC) vice-chair (SNA *ex officio*). The Committee is also responsible for identifying candidates to serve as vice president and secretary-treasurer for the Board, as needed, and identifies the slate of SNA representatives to the SETAC World Council (SWC).

The Board shall normally consist of sixteen (16) voting members, including the immediate Past President, with an approximate equal representation from government, academia, business, and one (1) student member, the NASAC chair. The Board will also include two (2) ex-officio, non-voting members, the Executive Director (ED) and NASAC vice-chair. The composition of the Board should reflect the mission, principles, and values of the society and represent the diversity (as defined by [SETAC Values](#)) within the membership to aid in providing a broad range of important influences to SETAC decision making.

II. COMMITTEE MEMBERSHIP

- A. There are seven (7) members of the Nominations Committee.
- B. The Committee will include three ex-officio members: The Immediate Past President, Incoming Vice-President (VP), and ED (non-voting). The Past President will act as chair (the Chair) and will conduct/delegate recruiting. The chair appoints and approves the remaining four (4) members of the Committee. The chair also serves as Board liaison.
- C. Appointments: Two (2) active Board members. Approvals: Two (2) rolling members with up to three-year terms, selected from the SETAC North America membership, such that the Committee membership strives for balance among government, academia, and business. The appointments should preferably be made by the end of the calendar year, and the Committee chair should be posted on the SETAC web site shortly thereafter.

III. OPERATING PROCEDURES

- A. The Committee shall prepare a slate of nominees from the active SNA membership to replace outgoing Board members or SNA representatives to the SWC as follows:
 - i. The Committee will identify the number and positions that will be open, noting that Board members elected for a 3-year term are not allowed to run for consecutive terms. The Committee will endeavor to fill open positions based on a desired mix of competencies and characteristics in the Board as a whole. The slate will strive to represent diversity in sector, disciplines (e.g., toxicology, chemistry) and diversity proportional to the membership in geographic representation and individual personal characteristics as defined by [SETAC Values](#). To support fulfilling this task, the Committee should consider the characteristics of good board members (see resources for characteristics of a great board members (e.g., [Board Effect](#) and the [National Council of Non-Profits](#)) and should also endeavor to include individuals with expertise or perspectives that would ensure that the Board as a whole has the required competencies needed to fulfill the strategic plan and the needs of SETAC. The

Committee should articulate the desired competencies when announcing Board vacancies in addition to the vacancy type (e.g., sector based).

- ii. The following competencies are desirable of the Board as a whole; proficiency in all these areas is not required in every Board member though proficiency in a few is helpful.
 - Volunteer spirit – motivate and inspire service to SETAC.
 - Collaboration and teamwork skills – can work well with board over an issue.
 - Communication and public speaking skills – supports ambassadorial duties.
 - Project management skills – helpful for program assessment and annual planning.
 - Fundraising abilities – supports the financial health of SETAC.
 - Innovation and strategic abilities – helpful for strategic planning.
 - Leadership and diplomacy skills – potential executive committee member.
 - Financial skills – potential treasurer.
 - Global perspective – potential SWC representative.
 - Professional networks and influence in the field (i.e. relationships the nominee could bring to SETAC (e.g., prominence in a scientific area, activity with a sister society, connections within a sector) – helpful for ambassadorial duties and SETAC development.
 - iii. A call for nominees should be issued that articulates desired competencies and roles and responsibilities of a board member. Aspiring Board members should be asked to submit an expression of interest. The Committee should also make personal solicitations as well.
 - iv. The Committee will review expressions of interest and prepare a slate for the Board's consideration. The Committee may want to summarize the expressions of interest received in a matrix to aid in the selection process in a manner that ensures balance (see example table at end).
- B. The Committee shall also work with NASAC to seek nominations for the NASAC vice-chair, as that position is within the Board slate.
- C. The Committee shall prepare a slate of nominees for officers of the Board. The Committee chair will prepare a memo to the Board presenting the expressions of interest received and describing the selection process.

The following are criteria in seeking qualified candidates for officers:

Treasurer. Must have experience with project budgeting. Ideally, the candidate will also have an understanding of finance and accounting for a nonprofit organization and knowledge of SETAC's unique operations and finances. Stability in this position from year to year is desirable. If possible, with attention to the special skill set needed to perform this function, the treasurer will be solicited from the ranks of non-executive Board members to volunteer and be appointed by the President. If there is no volunteer available from the current or past Board members, then the President may solicit a volunteer from the general membership to serve as Treasurer.

Vice President (VP). Any member who has served on the Board within the last five years is eligible for nomination. Candidates should express their willingness to serve as VP and agree to serve as President in the following year. The Nominations Committee shall consider sector balance over time as part of the VP nomination process (the VP position typically rotates between academia, government, and industry but is not required to rigidly follow this rotation. While it's not a requirement, attempts will be made to follow this guideline when possible. The VP shall be elected by vote of the Board.

President. Must be VP during the current nomination period, unless the VP cannot serve as President. In this case, the Nominations Committee will identify candidates for President (nominees would

preferably be from current members of the Board and if not possible then any member who has served on the Board within the last five years is eligible for nomination), and one individual shall be elected by vote of the Board.

- ii. The following are desired competencies in officers (i.e., VP, President, Treasurer):
 - Passion for the mission and for service.
 - Integrity – recognizes conflict of interest (COI) and puts SETAC first (not seeking personal benefit).
 - Fiduciary responsibility – cognizant of fiscal oversight duties and responsibility for compliance and reducing financial risk to SETAC.
 - Reputation and influence in the field.
 - Collaborative skills – Ability to work with others to solve challenges.
 - Communication skills (oral and written) – Capacity to listen to others and to convey information effectively / Good public speaker.
 - Persuasive – has capacity to have an effect on the behavior and decision making of others.
 - Leadership – Can lead an effective meeting, has ability to build trust and bring people.
 - Capacity – meeting preparedness, engagement and participation.
 - Relational – has ability to build and maintain relationships with others.
 - Diplomacy and Global perspective.
 - Thinks strategically rather than operationally.
 - Understands the difference between governing and managing or governance and operations.
- D. Voting for the Board, Board officers and SNA representatives to the SWC shall proceed in accordance with the SNA Bylaws.
- F. When vacancies on the Board or SNA representatives to the SWC occur during terms, the Committee may submit candidates to the President for consideration to fill the vacancy. The President may use their own discretion in appointing a replacement with concurrence of the Board, while maintaining balance among sectors as appropriate.

IV. ACTIVITIES CALENDAR

November:

The Immediate Past President becomes the Committee Chair and identifies vacancies for any at large members that may be near term end and the two (2) active Board members.

January - March:

The Chair will provide to Committee members a list of the Board and SWC members whose terms are expiring and their affiliation (sector).

April - June:

The Committee shall identify the characteristics and competencies desired in new Board members and a list of potential nominees who meet those needs articulating how the potential nominees meet the needs.

June - July:

The ED shall advertise an open call for expressions of interest to serve on the Board.

The Committee shall contact individuals they identified as candidates who may fill the needs of the Board and encourage them to apply and tell them why they are being asked to join the Board.

The Chair will provide Committee members with the names of nominees for Vice President or Secretary-Treasurer (if necessary) of SNA. The chair will prepare information regarding each candidate that would allow the Committee to evaluate the candidate.

July - August:

Committee members shall evaluate the expressions of interest and agree either by consensus or by vote

on the final slate of nominees to be presented to the Board for approval. The Chair will methodically and sequentially contact the nominees to confirm their willingness and ability to perform the duties of a Board or SWC member. The Chair will provide the nominees with the SNA Board Member Fact Sheet which summarizes the major duties and time commitment of the SNA Board members or the SNA representatives to the SWC. The Chair shall also notify them that should they get elected, they will need to sign the Board Member Contract, the [Conflict-of-Interest Declaration Form](#), and the [Ethical Disclosure Form](#) and resign from SETAC chairmanships that they currently hold prior to beginning their Board term. The Chair and ED will also discuss financial obligations with candidates.

August:

The slate of candidates to the Board along with candidate interest form and rationale is presented to the SNA Board by the Chair for consideration and approval by September at the latest. The ED shall organize an election and vote of the SNA membership for Board and SWC nominees.

October:

The ED will work with the President to notify the Board and nominees of the election results. The ED will notify the SETAC membership of the election results (including the number of SNA members that voted in the election). The ED will inform the new members that they are welcome to attend the upcoming meetings of the Board the weekend before the start of the SNA Annual Meeting and are welcome to participate in the monthly conference calls of the Board. Information will also be provided by the ED regarding the timing of orientation training of new members.

Example Matrix to Summarize Candidate Expressions of Interest

The matrix will be filled using the information provided by the individuals in their expression of interest forms.

	Board Candidate									
	1	2	3	4	5	14		15	
Term End										
Sector										
Academia										
Business										
Government										
Student										
Technical Expertise										
Expertise Area										
Years of Experience										
<12										
12–24										
>24										
>30										
Self-Identified Demographics										
Self-identified Gender										
Self-identified race/ethnicity										
Desired Competencies in Board as a Whole (check the 3 strength areas candidate self-identified)										
Volunteer spirit										
Collaboration skills										
Communication and public										
Speaking skills										
Project management skills										
Fundraising abilities										
Innovation and										
Strategic abilities										
Leadership and diplomacy										
Financial skills										
Global perspective										
Professional network and										
Influence in the field										
Prior volunteer experience with SETAC										

Approved by the SETAC North America Board of Directors on 16 May 2023