SETAC North America Committee Leadership Development

Tamar Schlekat, Executive Director

Vision, Mission, Principles, and Values

SETAC's Vision and Goals

Vision

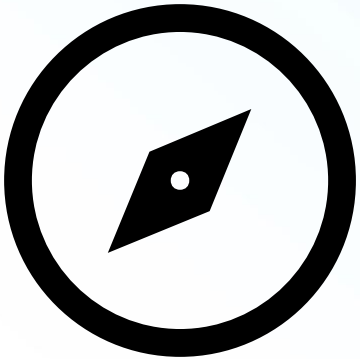
Environmental Quality Through Science®

Goals

Advance environmental science

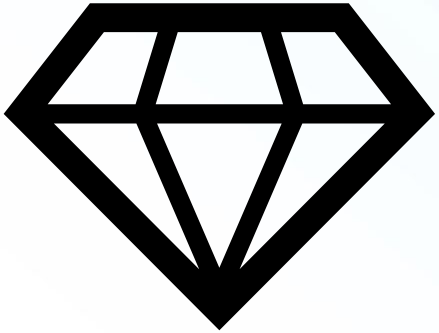
Promote science-based decisions making

Principles



1. Multidisciplinary approaches
2. Balance in participation
3. Science-based objectivity

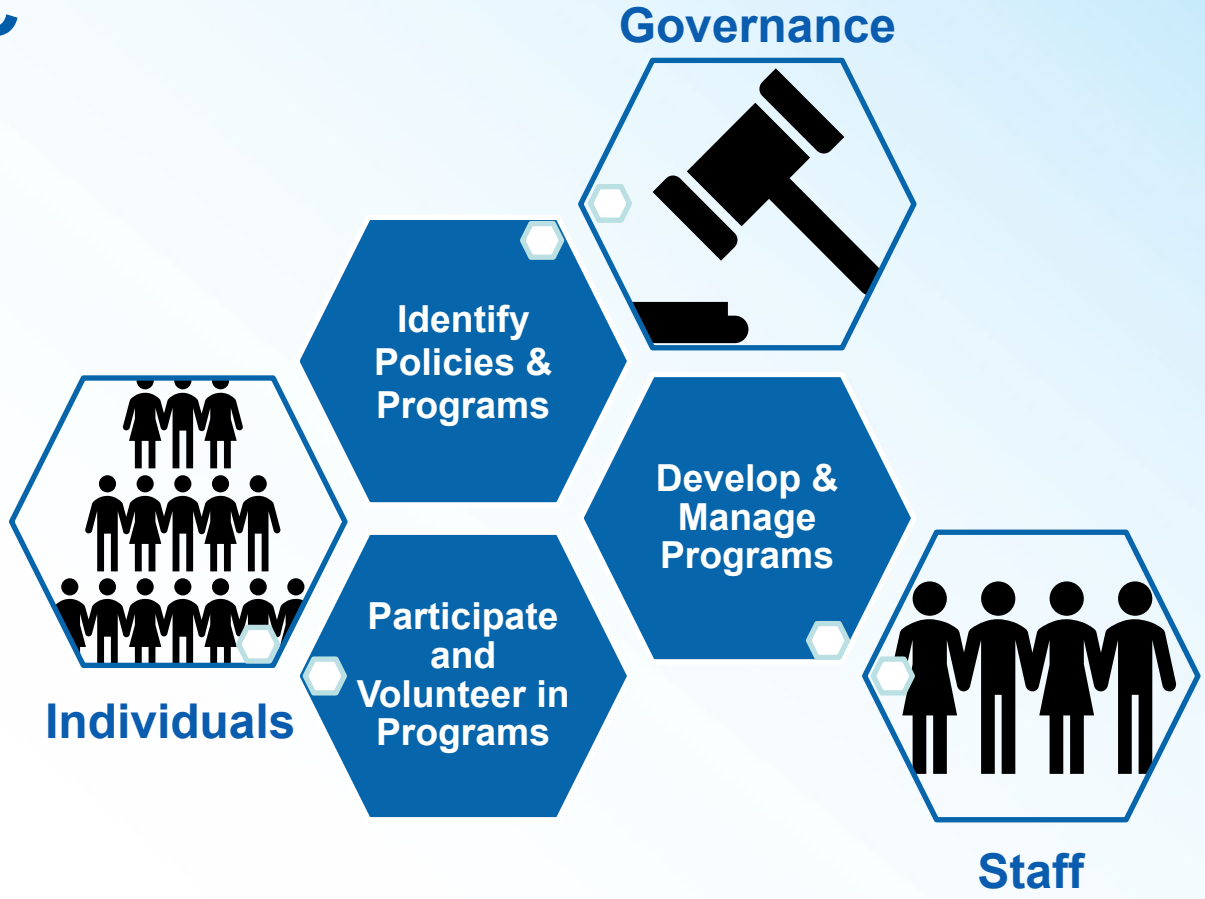
Values



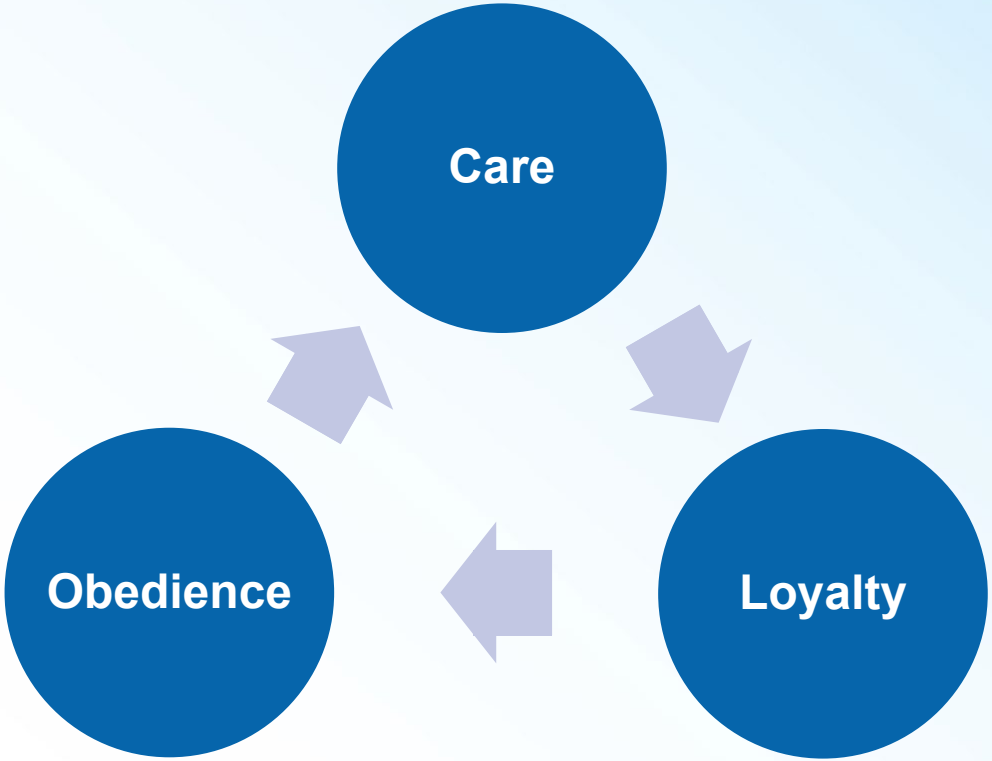
1. Transparency
2. Integrity
3. Diversity and inclusion
4. Equity
5. Sustainability
6. Cooperation and civil dialogue

SETAC Structure

SETAC


Governance
Identify Policies & Programs
Develop & Manage Programs
Participate and Volunteer in Programs
Individuals
Staff

Legal Responsibilities of a Board Member



Governance Decision Matrix

Action	ExCom	Governance	ED & Staff	Other
ED Hire/Fire	C/D	A	C	D (search committee)
Governance Meetings: Dates & Agenda	A	C	D	
Staffing	C	I	D	
Major Budget Deviations	C	A	D	C (Finance Committee)
Urgent Statement	A	I	D	C (Comms Team)
Policy	D	A	C/D	C (Legal or ad hoc)
Operations Decisions	C	I	D	C (Legal or ad hoc)
Compliance	I	I	D	(treasurer – Tax)
Programs	C	A	D	
Board Member Issues	C	C	I	D (Chair)

D = Driver **A** = Approver **C** = Consulted **I** = Informed

Committees, Interest Groups and Affinity Groups

Committees

Standing committees

e.g., executive, nominations, finance

Ad hoc committees

Project and program committees

e.g., awards, education

Affinity Groups and Interest Groups

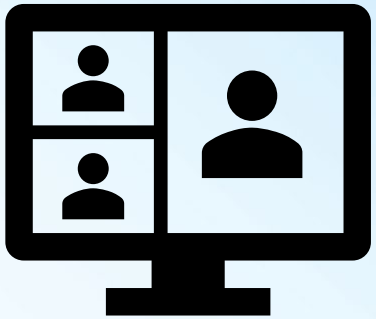
Project or Program Committee

Appointed by governance to advance a charge

Guided by governance and staff liaisons

Abide by SETAC policies

Adhere to committee guidelines



Role of Governance: Board of Directors

1. Advance SETAC's vision, mission, principles & values through effective programming
2. Promulgate SETAC policies
3. Ensure SETAC's ethical and fiduciary integrity

Adhere to constitution and bylaws

Role of Committees

- Appointed by BoD to advance a charge or a program
- Guided by BoD liaison and staff

Abide by SETAC policies

Adhere to committee guidelines

The Role of the Governance Liaison

- Guide committees in executing their charge
- Work with committee to ensure that their work:
  - Aligns with the mission and strategic plan
  - Complies with policies and guidelines
  - Does not overlap/conflict with other activities
  - Timely (e.g., proposals and reports)

Committee Guidelines Highlights

- Composed of 6–12 people
- Balances: tripartite, functional diversity, individual diversity
- Regenerative aspects of committees
- Organized into subgroups if needed
- Works on specific activities / programs

SETAC Policies

SETAC Policies

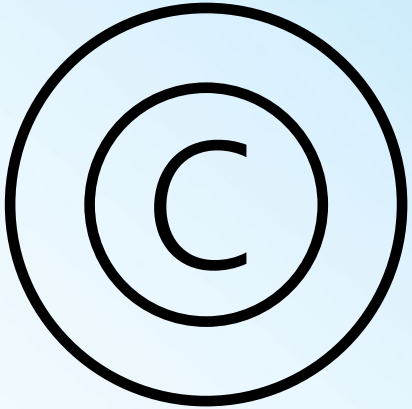
- Integrity
  - Code of Conduct
  - Code of Ethics
  - Conflict of Interest Policy
- Communication
  - Privacy Policy
  - Copyright Policy
  - Logo and Trademark
  - Social Media Policy
- Whistleblower Policy
  - Problem Resolution Policy

Integrity Policies

- To create safe and welcome space
- To guide scientific and professional integrity
- Apply to all SETAC activities: meetings, conference calls, publishing and communication outlets

Communication Policies

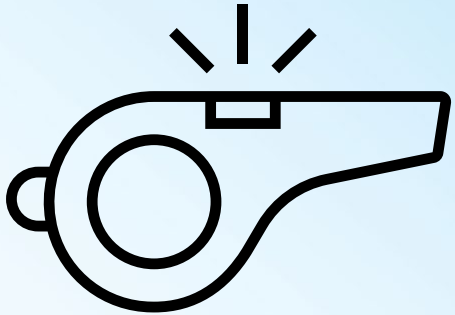
- Copyright: Protects intellectual property
- Social media: Provides community-building tips
- Logo and trademark: Protects the society's reputation
- Privacy: Protects our members



Problem Resolution

- Whistleblower: Provides a clear path for reporting concerns

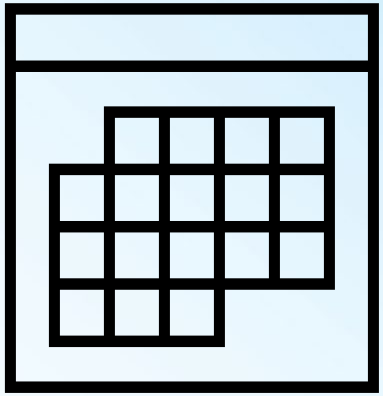
- Problem resolution: Provides a clear procedure for resolving reported concerns



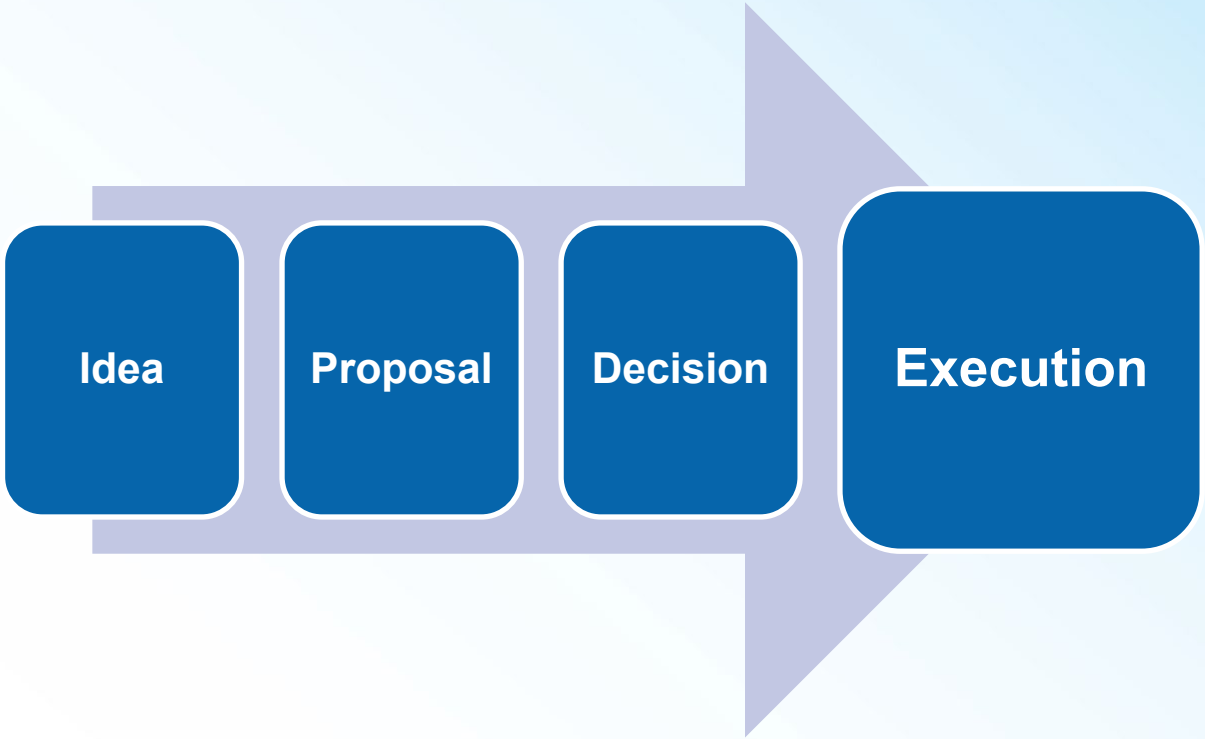
Committee Work

Committee Work

- Defined by existing program schedule
- Proposals for activities are welcome
- Work commences after board approval
- Work is done collaboratively with staff



Workflow



Resources for Committees

Guidelines and Liaisons

Tools

- Scheduling: Doodle, Findtime, SurveyMonkey ..etc
- SETAC SharePoint for collaboration
- Book a SETAC Zoom

SETAC Staff

Provide guidance so committee time and staff resources are optimized

Strong Committees Need Strong Chairs

- Operate effectively relying on best practice
- Plan and conduct organized meetings
  - Prepare and publicize agenda and materials ahead of meeting
  - Stay focused; clearly identify action items and champions
  - Follow up in a timely manner
- Hold inclusive meetings
  - Take space and make space
  - Allow time and provide options for full participation

Thank you for volunteering your time for SETAC!