Section 4: Committees

4.1 Overview of Committees
4.2 Responsibilities of the Chair
4.3 Awards Committee
4.4 Development Committee
4.5 Finance Committee
4.6 Membership Committee
4.7 Nominations and Elections Committee
4.8 Program Committee
4.9 Publications Committee
4.10 Training Committee
4.11 Website Committee

4.1 Overview of Committees and Task Forces

Committees
In order to take effective action, SRNT's board requires in-depth study, information, and recommendations. Each committee assists the board in carrying out its policy-making, planning, and review functions by keeping the board informed and making recommendations in a defined area. Committees have ongoing or regularly recurring responsibilities and allow SRNT to tap into individual members' full experience, talents, interests and enthusiasm, and can be the training ground for prospective board members and officers.

All members are eligible to participate in one or more committees. Only Full Members may serve as committee chairs; however, the board has the authority to appoint affiliate, student, or non-members should circumstances warrant.

Task Forces
Task forces will be seated as necessary to accomplish specific, time-limited projects. Task force members will be appointed by the president and may be comprised of full, affiliate and student members. If special expertise is required, non-members may be appointed to serve on task forces.

Unless specifically requested by the president, committees, task forces and/or their representatives are not authorized to represent SRNT to any outside individual or body.

4.2 Responsibilities of the Committee Chair

- Convene meetings at intervals as needed to facilitate completion of all tasks
- Provide accurate, comprehensive meeting notes
- Recommend changes in current SRNT policies and recommend new policies when necessary
- Address issues that have been referred from other committees/task groups, or have resulted from board action(s)
- Identify and track external trends in the committee's area of work to ensure SRNT's use of best practices
- Prepare and present to the board written reports related to its work and specific recommendations with supporting rationales
- Give verbal reports to the membership, as requested, during meetings of the members held in conjunction with the annual conference

4.3 Awards Committee

Charge: To provide general oversight of SRNT's annual awards program

Responsibilities include:

- Annually review, revise and disseminate call for award nominations
- Review award nominations submitted; conduct follow up with nominees as necessary
- Select award recipients
- Notify award nominees of selection results
- Present awards during SRNT's annual conference
- Review requests/proposals for new SRNT awards and make recommendations to the SRNT Board accordingly
- Maintain appropriate levels of funding for those awards that provide a monetary award and, as necessary, identify new sources of funding

Committee makeup:

- Chair (previous winner of the Doll/Wynder, Ferno or Langley Award); 3-year term
- Current SRNT President; 1-year term
- Immediate Past SRNT President; 1-year term
- Incoming SRNT President; 1-year term
- At-large member who is a recipient of the triennial award under consideration in a given year; 1-year term

4.4 Development Committee

Charge: to ensure maximum non-dues revenues in support of SRNT's operations and mission-driven activities.

Committee makeup:

- Chair; 3-year term
- At least one Past-president of SRNT
- 5 – 8 members, preferably with connections to government funding agencies, pharmaceutical companies, foundations, and other potential funders

4.5 Finance Committee

Charge: To provide general oversight of SRNT's finances

Bylaws description (Article VII):
"Finance Committee. This committee shall be responsible for recommendations regarding fiscal policy to the Board, including but not limited to proposals and recommendations regarding investment and management of Society reserves. The Finance Committee shall determine accounting and fiscal procedures and shall propose a budget for the next year for approval by the Board at the annual Board meeting, or for the annual report submitted in lieu of the annual Board meeting. The Finance Committee shall review finances quarterly. If variances to the budget are of sufficient concern to the Committee, the Chair or the Secretary-Treasurer will bring the variances to the attention of the Board of Directors.

Additional duties may be assigned to the Finance Committee by the Board of Directors."

Specific tasks:

- Reviews and approved budget prior to presentation to the board
- Ensures the preparation of accurate, timely financial reports, and reviews such reports with the board to explain budget deviations and make recommendations
- Reviews internal financial controls
- Reviews budgets of special projects or committees as appropriate
- Reviews, on an annual basis, the sources of funding for the organization
- Arranges for an audit of the financial operations, reviews audit report with the auditor, and reports the results to the board
- Recommends to the board the investment of disposition of funds and reports to the board on a regular basis the conditions of such investments

Committee makeup:

- Chair; 3-year term
- SRNT Secretary/Treasurer (ex-officio member)
- 4 – 6 members with basic understanding of financials and/or investments; gender balance; 3-year terms staggered

Committee timeline:

- Odd numbered months – hold meeting to review financial statements and investments (meetings may be held monthly, if necessary)
- October – review and revise draft budget

- November – present draft budget to Board

4.6 Membership Committee

Charge: To ensure maximum affiliation through recruitment and retention of researchers and others eligible for membership in SRNT.

Committee makeup:

- Chair; 3-year term
- SRNT President-Elect (ex-officio member)
- 5 – 8 members representative of SRNT's geographic, gender and research discipline diversity, to include at least
    - one member from North America
    - one member from Europe
    - one member from AAOLA
    - one member representing biological and molecular research
    - one member representing bio-behavioral and/or treatment
    - one member representing epidemiology and public health research
    - one grad student member

4.7 Nominations Committee

Charge: To provide general oversight of SRNT's annual nomination of Officers and election processes

Responsibilities include:

- Annually review, revise and disseminate call for officer nominations
- Review nominations submitted; conduct follow up with nominees as necessary
- As necessary, identify and solicit potential candidates
- Finalize slate of candidates for Board review
- Provide oversight of the electronic election process as necessary
- Report election results to Board and candidates
- Announce election results to SRNT membership
- Notify award nominees of selection results

Committee makeup:

- Chair, 3-year term
- 4 – 6 members, reflective of various scientific disciplines and with knowledge of active SRNT members, with gender balance and representation from a region outside of North America; 3-year terms, staggered

4.8 Program Committee

Charge: to present the highest caliber of science across disciplines at SRNT's main meeting

Committee makeup:

- Chair, 1-year term
- 1 – 2 co-chairs, one of which will become chair the following year
- up to 25 members, with gender and geographic balance, reflective of the many disciplines of nicotine and tobacco research found in SRNT's membership and presented at the meeting

Responsibilities include:

- reviewing and approving timelines developed by staff
- supervising the abstract submission process
- identifying potential keynote and plenary session speakers for board approval
- overseeing the abstract review process
- selecting symposia, papers and posters from the abstracts submitted
- providing detailed information and text to staff for the production of the conference proceedings
- working with staff onsite to ensure a conference of the highest-possible quality

4.9 Publications Committee

Charge: To serve as the interface between the Board of Directors and the Editorial Team of SRNT's journal, *Nicotine and Tobacco Research.*

Responsibilities include:

- Conducting the search for a publisher when necessary
- Conducting the search for the Editor-in-Chief (EIC) when necessary; reviewing the performance of the current editor as requested by the Board
- Reviewing requests from the Editorial Team that have financial implications for SRNT, and making any subsequent recommendations to the Finance Committee and Board of Directors
- Conveying Board policy/requests/direction to the Editorial Team

- Based on input from all relevant sources, making recommendations about changes to the structure and/or operations of the Journal
- Reviewing annual Journal budget (prepared by staff with input from the Editor-in-Chief) prior to its presentation to the Finance Committee and Board
- Supporting the Editorial Team's efforts to create and maintain a Journal 'operations manual,' including relevant policies, procedures, roles and responsibilities of key Team members and/or staff, etc.
- Provide feedback to staff prior to annual marketing or other business discussions with the publisher
- Investigating complaints against the Journal, the EIC or other support staff as requested by the Board
- Identifying journal-related projects or opportunities for income generation
- Identifying potential for and/or reviewing proposals for new SRNT publications (electronic and hard-copy)
- Participating in an annual get together of representatives from the Journal, Newsletter and website to consider issues such as consistent voice among SRNT's communication vehicles, general content, crossover marketing and/or content opportunities, etc.
- Other?

Committee makeup:

- Chair (or co-chairs)
- 5 – 7 voting members with editorial and/or publication experience, representing different disciplines of tobacco research. Due to the need for a neutral oversite body, individuals with direct responsibility for the Journal, including the Editor-in-Chief, members of the senior editorial team, and others receiving compensation for their work on the Journal may not be voting members of the Committee. However, such individuals will be invited to participate in calls at the request of the chair(s).
- The Editor-in-Chief, SRNT Treasurer and Executive Director will be Ex-Officio, non-voting members of the Committee Other key Journal editorial/support personnel may be invited to serve as Ex-Officio Committee members at the discretion of the chair(s).

4.10 Training Committee

Charge: to ensure SRNT provides high quality training opportunities on topics of interest to graduate students and researchers in the early stages of their careers

Responsibilities include:

- Identifying audiences within SRNT's membership (graduate students, researchers from low-income countries, etc) and their educational needs
- Coordinating with the Global Network Committee to bring education to lower-income countries
- Developing content and/or identifying speakers
- Presenting at least one training session at the annual conference
- Coordinating a graduate student reception or other event at the annual conference
- Considering alternative/remote delivery of training sessions beyond the conference
- Developing relationships with government agencies and others that may already have trainings sessions that can be presented at SRNT events or otherwise made available to SRNT members
- Developing a 5-year plan for training sessions

Committee makeup:

- Chair (or co-chair), 3-year term
- 6 – 8 members from various scientific disciplines

4.11 Website Committee

Charge: To maintain the SRNT website, including user interface and content.

Responsibilities include:

- Review and update Website design and functionality on an on-going basis.
- Identify and/or develop new content based on the changing needs of SRNT's membership.
- Oversee the Web Editorial Board to review and refresh existing web content on an on-going basis.
- Review requests from members and non-members to add content to the SRNT Website.

- Maintain interface between SRNT website and TRG membership databases.
- Create and maintain a website 'operations manual,' including relevant policies, procedures, roles and responsibilities of key Team members and/or staff, etc.
- Identify website-related projects or opportunities for income generation.
- Participate in an annual get together of representatives from the Journal, Newsletter and website to consider issues such as consistent voice among SRNT's communication vehicles, general content, crossover marketing and/or content opportunities, etc.

Committee makeup:

- Chair (or co-chairs)
- 5- 7 voting members with editorial and/or web experience, representing different disciplines of tobacco research
- SRNT IT Director
- SRNT Executive Director

Time Commitment

- Attend monthly committee meetings 1.5 hours.
- Approximately 1 hour per week on average reviewing and/or writing website content.
- Optional attendance of website design team meetings (1.5 hours), held weekly only during design phase(s).