

Position Description for ASPET President

Council

1. Composition

The Society is governed by an elected Council consisting of the President, the President-Elect and the immediate Past President (each serving for a one-year term in that elected office), the Secretary/Treasurer, the Secretary/Treasurer-Elect and the immediate Past Secretary/Treasurer (each serving for a one-year term in that elected office), and three Councilors (each serving a three-year term in that elected office, with one Councilor retiring each year). In addition to the elected members of Council, the Executive Officer, the chair of the Board of Publications Trustees, the Chair of the Long Range Planning Committee, the chair of the Program Committees, and the FASEB Board representative are non-voting *ex officio* members of Council during their terms in the respective offices.

2. Election

Nominees must be regular members of the Society, and no member is eligible to be a nominee for more than one elective office at a time (excluding Division offices). Once the slate of nominees is received from the Nominating Committee (see B, below), the Executive Officer prepares and publishes biographical information for each candidate. Notification that the ballot is available (or a paper ballot) is sent to each voting member of the Society. The election closes 30 days after such notification. A majority of the valid ballots received is sufficient to election to office. In the event of a tie vote, the immediate Past President, President, and President-Elect shall resolve the matter. The newly elected officers assume office on July 1 following their election and serve through June 30 of the year in which their term ends.

3. Meetings

Council generally meets in person twice a year: for a two-day period preceding the spring Annual Meeting and again in the Fall. Regular periodic telephone conference calls occur between the face-to-face meetings. An additional meeting can be scheduled if circumstances warrant, called by the President with the assistance of the Executive Officer. On occasion, Council may approve scheduling a Long Range Planning Retreat for members of Council and others whose contribution to the agenda is desirable.

4. Responsibilities

Management of the Society is vested in the Council. As the governing board of record, the Council has legal fiduciary responsibility for the financial affairs of the Society.

Principal responsibilities include but are not limited to the following:

- Attend Council meetings as scheduled.
- Make all major policy decisions relevant to Society activities consistent with the Constitution and Bylaws.
- Oversee all Society affairs. Detail work is done by Committees and the Society staff, all of whom are responsible to Council, either directly or through the Executive Officer.

- Approve appointments to Committees established by Bylaws.
- Establish and abolish Divisions
- Establish and abolish both *ad hoc* and standing committees as necessary
- Receive and act upon reports from committees and representatives.
- Act upon changes in membership status brought before Council, e.g. retirement requests, resignations, reinstatements, etc.
- Review and approve annual budgets and audited financial statements on recommendations of the Finance committee.
- Appropriate funds for special projects not included in the annual budget.
- Respond to letters and memoranda in the periods between Council meetings.

President

1. Term of Office

The President serves one year as President of the Society. S/he serves three years on Council. The first year, beginning July 1 following the election, as President-Elect; the second year as President; and the third year as Past President. If the person elected President is unable to serve as President, the President-Elect succeeds to office.

2. Responsibilities

Serve on the ASPET Council for three years as President-Elect, President, Past President. Council meets in person twice annually, once in the spring at the annual meeting and once in the fall. Council also has conference calls roughly monthly.

President-Elect:

- Chair the Committee on Committees with responsibility for selecting membership on ASPET committees.
- Serve as member of Long Range Planning Committee
- Serve as an IUPHAR delegate in years of IUPHAR meeting.

President:

- Chair the ASPET Council meetings and conference calls.
- Run the Annual Business Meeting
- Serve as public spokesperson for the Society.
- Provide advice and guidance to Society Staff in between Council meetings/calls.

- Work with Executive Officer to set agendas for Council meetings/calls, and resolve other issues not requiring full Council attention.
- Serve as member of the Long Range Planning Committee.
- Serve *ex officio* on the Investment Subcommittee of the Finance Committee and the Scientific Council (Division leadership).
- Serve on the Committee on Committees.
- Serve as an IUPHAR delegate in years of IUPHAR meeting.

Past President:

- Chair the Nominating Committee.
- Chair the Scientific Council, comprised of Division Chairs or their designees.
- Chair the Long Range Planning Committee.
- Chair the Public Affairs Committee
- Serve as an IUPHAR delegate in years of IUPHAR meeting.
- Serve on the Committee on Committees.