

Position Description for ASPET Secretary/Treasurer

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.

Secretary/Treasurer

1. Term of Office

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

2. Responsibilities

- Serve as a member of the ASPET Council for three years. 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.
- Serve as a member of the Finance Committee for three years, chairing it the year as Secretary/Treasurer. Finance Committee meets twice yearly, just before Council meeting at annual meeting in April and just before Council meeting in October.
- Serve as a member of the Investment Subcommittee for three years. Investment Subcommittee usually meets once annually, in the Spring.
- Review budget prepared by ASPET accountant and Executive Officer and present budget to Finance Committee and Council.
- Present financial report to the membership at the annual Business Meeting.
- Sign necessary forms and certifications as Society's chief financial official.
- Serve as Council liaison to relevant Divisions and Committees.
- Serve as reviewer for IUPHAR travel awards every 4 years.