



2023 Call for Board Nominations Open Positions, Descriptions & Responsibilities

All members of the Governing Board are responsible for:

- Maintaining his or her membership in the Society.
- Attending Quarterly Board meetings
- Submitting annual and monthly reports in a timely manner
- Implementing all SNRS policies and procedures.
- Orienting successors to the role.
- Delivering all records that are the responsibility of each office to the Executive Director.

President Elect

- Serve as a member of the Executive Committee.
- Prepare to assume responsibilities of President.
- Conduct meetings in the absence of the president.
- Monitor and oversee process of revising Strategic Plan.
- Special projects as assigned by the President and Board; and
- Serve as liaison to the Succession Planning and Nominations Committee.

Secretary/Treasurer

- Serve as Secretary/Treasurer of the Governing Board and Executive Council;
- Ensure that proceedings of meetings of the Society, Governing Board, and Executive Council are accurately recorded;
- Ensure that designated files of Society reports, membership lists, Bylaws, minutes and other documents and their amendments are maintained according to policy and procedure;
- Review of the Bylaws on a periodic basis and monitor revision as needed.
- Review and monitor revision of the Policies and Procedures manual.
- Archive documents of historical importance for the Society according to policy and procedure;
- Ensure the timely preparation and submission of an annual budget to the Governing Board in consultation with the Executive Director;
- Monitor the collection and dispersion of all funds of the Society in accordance with established policies and procedures;
- Provide updates on the Society's financial status to the Governing Board and membership of the Society;
- Ensure that financial records of the Society are prepared and maintained for review, audit, or other needs as required.
- Administer discretionary and reserve funds as directed by the Board and in accordance with policy and procedures.

Director of Development

Work with the chair of the committee and staff to:

- call and direct meetings of the Development Committee on a quarterly basis either in- person or via conference call.
- develop fundraising strategies and present to Board for approval.
- to implement Board-approved fundraising strategies.
- report the results of fundraising efforts to the Board on a quarterly basis and to the general membership at the annual meeting.
- plan for and implement with staff raffle at annual meeting.

Director of Communications

Work with the chair of the committee and staff to:

- initiate, develop, evaluate, and revises policies and procedures related to the SNRS Communications Committee with approval from the President and Governing Board.
- manage the two subcommittees: Official Newsletter Committee, composed of the Editor and one member; and the Website subcommittee composed of one member for Doctoral Student page and one member for all other pages.
- recommend and initiate changes to the website on an “as needed” basis to the President and Governing Board (if changes are significant and would require Board approval); otherwise, recommend changes to the management company for the website. The website requires frequent monitoring (about monthly), which can be delegated to a website committee member. Approved requests for changes can be implemented by this committee member.
- review and recommend any changes in the content covered in the Official Newsletter with the Editor of the newsletter.
- call and direct quarterly, or “as needed” committee meetings. Generally, these are held by phone/zoom, with one face-to-face meeting during the annual conference. The purpose of these meetings is to communicate board information to the committee members, organize procedures, and promote communication amongst the various sub- committees.
- convey requests and information from the Communications Committee to the Board.
- review and makes recommendations related to policies and procedures based on decisions of the Board and/or membership as needed.
- perform other duties as directed by the President and the Governing Board

Director of Grants

Work with the chair of the committee and staff to:

- coordinate with other organizations regarding provision of jointly funded grants with SNRS (e.g., STTI, CANS)
- recruit new committee members annually, ensuring diversity in research interest, expertise, and geographic representation.
- recommend new committee members annually to the President and Governing Board.
- direct scientific reviews of proposals for dissertation and Research grant awards
- monitor progress of grant award recipients
- review and make recommendations related to policies and procedures based on decisions of the Board as needed.
- work with the Director of Communications and the management company to convey information about grant opportunities and grant award recipients to the general membership.
- perform other duties as directed by the President and the Governing Board