

ASPET Division for Toxicology Duties of the Officers

General:

All Officers are members of the Executive Committee (including Elect and Past Officers) and are expected to attend the Executive Committee and Business meetings at the annual meeting of the Society, which occurs at the Experimental Biology meetings in the spring. All are also members of the Nominating Committee, and should participate in nominating new officers for the Division. Members of the Executive Committee evaluate and rank symposium proposals, and participate in all other activities that involve the Executive Committee.

Chair-Elect:

- 1) Is responsible for developing the Division-sponsored Symposium for the meeting in the next year. This Symposium does not require approval by the Program Committee, but the title should be submitted before July 15 of the preceding year so that ASPET can provide this information in the Call for Abstracts. An outline of the symposium should be available by November in the year preceding its presentation.
- 2) Works with the Chair, to plan and coordinate the scientific program (identify and solicit symposium ideas and prospective chairs of such, develop division specific-programming, etc) for the annual meeting two years later (i.e., the Chair-elect as of July 2009 works with the Chair, who is responsible for the program for 2011).
- 3) Contacts symposium organizers the year of the meeting to request summaries for publication in the Pharmacologist.

Chair:

- 1) Serves on ASPET Program Committee or Council of Division Chairs (alternate years);
- 2) Presides over Executive Committee and Business meetings at the annual meeting;
- 3) Is responsible for developing symposia for presentation the subsequent year together with the Chair-Elect; As needed, co-chairs any Division-sponsored session at the annual meeting;
- 4) Coordinates activities of the other officers;
- 5) Coordinates new divisional initiatives;
- 6) Solicits submission of abstracts for the Graduate Student and Postdoctoral Best Poster Awards;
- 7) Submits reports to ASPET Office and Council.

Past Chair:

- 1) Continues to serve on Program Committee or Council of Division Chairs;
- 2) Substitutes for Chair-elect or Chair as needed;
- 3) Chairs the Nominating Committee.

Past-Secretary/Treasurer:

- 1) Serves on the Student Awards Committee;
- 2) Substitutes for Secretary/Treasurer-elect or Secretary/Treasurer as needed.

Secretary/Treasurer:

- 1) Chairs and selects members for the Student Awards Committee;
- 2) Coordinates the mixer at the annual meeting.
- 3) Provides and coordinates information for Web Site and The Pharmacologist.
- 4) Prepares minutes of the Executive Committee meeting.

Secretary/Treasurer-elect:

- 1) Chairs and selects members for the Student Awards Committee;
- 2) Coordinates the mixer at the annual meeting (this is usually held in conjunction with the Drug Metabolism Division Mixer).