

SER-SPC Board Structure



Overview

The SER-SPC Board consists of:

- President
- President-Elect
- Past-President
- Internal Affairs Chair
- Diversity and Inclusion Chair
- Two Media Chairs
- Two Education Chairs
- Two Program Chairs

Co-chairs serve two-year terms, staggered to alternate rotation years. The President-Elect is elected annually and becomes President the following year, then Past-President the year after. All officers are strongly encouraged to attend the Annual SER Meeting.

President

- Preside over the SER-SPC Business Meeting at the Annual SER Meeting
- Call and lead meetings and conference calls throughout the year
- Oversee all Standing and Ad Hoc Committees
- Appoint Ad Hoc Committee Chairs (with majority Board approval)
- Present semi-annual reports to the Board and general membership
- Represent SER-SPC to the SER Executive Board and external organizations
- Authorize expenditures (with Internal Affairs Chair) per budget and bylaws
- Fill officer vacancies (with Executive Committee approval)
- Initiate updates to SER-SPC bylaws

- Coordinate Travel Awards and encourage applications
 - Promote Student Dissertation Workshop and Prize Papers
 - Liaise with the SER Awards Committee
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President-Elect

- Serve as Interim President if needed
 - Lead meetings if President is unavailable
 - Assist with committee oversight and outreach
 - Represent SER-SPC externally if President is unavailable
 - Support membership recruitment and engagement
 - Verify nominee membership status
 - Implement and oversee elections
 - Disseminate election results
 - Liaise with SER Membership/Nominations Committee
 - Other duties as assigned by the President
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Past-President

- Prepare annual activity summary for incoming Board
 - Other duties as assigned by the President
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Internal Affairs Chair

- Record and distribute meeting minutes and correspondence
- Schedule Board meetings
- Support President in Board communications
- Lead and analyze annual membership survey
- Forward announcements to SER staff

- Promote SER-SPC programs and Annual Meeting
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Diversity and Inclusion Chair

- Serve on SER Diversity & Inclusion and SER-SPC Committees
 - Elevate diverse student and postdoc voices
 - Maintain DEI resources for trainees
 - Collaborate with other chairs on DEI programming
 - Attend regular Board meetings
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Education Co-Chairs

- Identify topics for monthly SER educational events
 - Coordinate with speakers and partner organizations
 - Promote trainee participation in SER programs
 - Attend Board meetings
 - Liaise with SER Education Committee
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Media Co-Chairs

- Coordinate SER-SPC social media and newsletter
 - Manage listservs and webpage content
 - Liaise with departments and promote events
 - Oversee Annual Meeting trainee sign-up
 - Liaise with SER Communications Committee
 - Serve two-year staggered terms
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Program Committee Chairs

- Chair Annual Meeting Program Committee

- Solicit programming ideas from membership
 - Plan and implement SER-SPC workshops, panels, posters
 - Organize additional programming as needed
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