

AG/Committee Name: Membership Committee

Submitted by: Travis S Schmidt, Doris Vidal-Dorsch, and Ted Valenti

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Council/Board Liaison: Wendy Hillwalker

Executive Summary

This Membership Committee is dynamic and attempts to adapt membership needs. In recent years, substantial effort by the Membership Committee focused on facilitating and coordinating efforts among other SETAC NA committees to develop innovative approaches for communicating the advantages and opportunities SETAC membership offers. In addition, the Membership Committee has attempted to reconnect with lapsed members in order to: 1) understand what activities/opportunities would draw them back into the society; 2) develop strategies to prevent similar lapses in the future. In the future, some of these efforts may shift as the SETAC NA office has requested the Membership Committee to now focus on contacting new members to ensure they become deeply rooted in SETAC.

Organization

The Membership Committee is a dynamic and active group that interfaces with many other SETAC NA committees. As such, we try to have a robust committee structure to provide stability and maintain connections with other committees. Travis Schmidt is the current Committee Chair, while Doris Vidal-Dorsch is the former Chair now serving as the Outgoing-Co-chair. These two worked together to lead the group for the past 2 years. Due to a change in the availability of the committee members who were to step up into leadership roles, Dr. Schmidt will remain as Committee Chair for another year. Doris and Travis and others recruited Dr. Ted Valenti to step up as Vice-Chair. Dr. Valenti was recruited from outside the MC as he is a known SETAC leader with experience running other committees. Dr. Valenti is key to the future for the MC as Dr. Vidal-Dorsch will rotate off the steering committee. We are currently recruiting a Secretary for our committee. There are also a number of liaisons reporting to the committee listed below:

- o Charles Wong, Chemistry Advisory Group
- o Tom Augspurger, BoD
- o Alex MacLeod, NASAC
- o Scott Lynn, Science Committee
- o Kerry Mierau, Career Development Committee, Senior Resource Group
- o Wendy Hillwalker (Career Development Committee, board liaison)

Activities Summary

- **Contacted lapsed members.** A letter was created to re-recruit lapsed members enticing them to return to SETAC, join a committee, and build a network. This effort was initiated based on results of a recent survey conducted by the Membership Committee that strongly indicated linking these members into a network is key to retaining them within the society.
- **Welcome letter to Committee Members.** To substantiate the efforts of Membership committee members, a welcome letter was composed to thank individuals for their commitment to SETAC. A secondary purpose of this letter was to provide a form of tangible recognition that could be shared with their supervisors. This letter was well received by Committee Members.
- **Renewed focus on outreach and interactions with other SETAC NA Committees:** Several members of other SNA committees were invited to participate in our meetings through the year. This helps us to coordinate activities and to find areas of mutual interest in which we can support each other.
- **Recruited new committee members:** The committee needed some new leadership and new active members to boost our productivity. Dr. Ted Valenti was recruited to provide a boost to leadership. Ashley Parks and Bryan Clark have also been recruited. They are young members of SETAC and have stepped up to help the Membership Committee. Specifically they will work to develop ways to increase leadership training, networking opportunities, and job pursuit opportunities for this Early Career Professionals. Continued recruitment remains a top priority in the future.

- **Buddy system.** The Membership Committee and the Career Develop Committee collaborated in past years to develop the Buddy System. Members of the Membership Committee are actively involved with this effort which has been a huge success and continues to grow.
- **New communications with membership.** We continue to work with SETAC NA to develop ways to contact new members, get them involved with SETAC, and try to develop networks for these individuals. This action item will continue into 2016

Future Plans

- **Communications.** The Membership Committee will focus on communicating the benefits of SETAC to new and recent members and encourage these groups to participate in committees and workshops with emphasis on building networks to further develop their careers.
- **Recent Graduate/Early Career Subcommittee.** The Membership Committee, Career Development Committee, and NA Student Advisory Council will work together to develop strategies for retaining members as they go through career transitions. Opportunities to gain leadership skills and strengthen networks to aid in career advancement will be focal points of these activities.
- **Renew contacting lapsed members.** Here we will develop a subcommittee that will develop emails for SETAC NA to distribute to lapsed members. A focus on establishing a network and highlighting the advantages and opportunities SETAC membership offers.
- **Invigorating established membership involvement.** We will focus on developing these members as our best ambassadors and recruiters for SETAC.
- **Continue our outreach with other committees.** We are planning to continue working closely with the Career Development Committee, Science and Regional Chapters Committees by attending their regular conference calls and inviting them to ours, and by participating in mutual activities. We are also going to determine if we need to coordinate with other SETAC NA committees.
- **Further promote SETAC benefits among members and prospective members.** We will develop written materials to further communicate the benefits of belonging to the Society. In addition we will promote more active participation of members in the different groups and committees to support the Society, but also to increase their network.
- **Plan for MC leadership succession.** Dr. Valenti is the future leader of this committee in 2017. Dr. Schmidt will sit as Out-going Chair in 2017. We still need to recruit a Secretary to step into the role of Vice-Chair in 2017. Elin M. Ulrich has been invited to become the secretary of the MC. She is currently considering the position.

Business and Planning Meetings

The Membership Committee held their annual meeting at SETAC NA in Vancouver. We had a social at SETAC NA that was a great way to get to know each other outside of the regular calls. We also had 4 quarterly phone calls held on the 22nd of January, April, July, and October with the entire Membership Committee. Additional conference calls took place on an *ad hoc* basis based on the organizational needs for the aforementioned 2015 activities. Each call was summarized into minutes that included action items for committee members to execute.

Membership Communications

See above. The Membership Committee focused on communications this year and developed a number of emails and letters to help improve communication with SETAC membership.

Issues/Problems

The committee has issues to transition the leadership to members who were trained for this purpose. Due to job duties or companies the previous vice-chair and secretary were not able to take the leadership this year. Then, the outgoing chair and the current chair will remain one more year to train new leadership. A new vice-chair has been recruited to ensure the transition for next year. New members will be recruited in the next couple of months. We will focus on recruiting at least two more members from the industry sector.

Current Steering Committee

Travis S Schmidt (Chair 2015, Outgoing Co-chair 2016)

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On committee since: January 2007

Doris Vidal-Dorsch (Outgoing Co-Chair 2015, rotating off 2016)

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On committee since: January 2005

Ted Valenti (Vice-Chair since 2015. Incoming chair 2017)

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On committee since: Oct 2015

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On committee since: November 2005

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On committee since: Dec 2012

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On committee since: 2002

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On committee since: 2010

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On committee since: Jan 2013

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Participants

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No. active members: 17

Total membership: 17

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