

## **SSR Public Affairs Committee: Standard Operating Procedures**

SSR Bylaws Article XI, Section 4f: A Public Affairs Committee composed of five or more Members of the Society, one of whom shall be the Editor of the Society's Newsletter, shall review the issues which are of concern to the public and our governments and shall recommend positions for the Society to take on each issue. The Committee shall be responsible for the preparation and dissemination of public pronouncements and information, and the Society's Newsletter. The Committee shall also make recommendations to the Board of Directors for the organizational structure and function of the Society's Public Affairs Program.

### **Duties of the Public Affairs Committee**

- SSR Newsletter
- Dissemination of Information and Advocacy
- Website Updates
- Liaison with FASEB Committee Members

### **SSR Newsletter**

While a responsibility of the Public Affairs Committee, production of the SSR Newsletter is typically the individual effort of the editor; a member of the Public Affairs Committee who is nominated to the position of editor by the SSR Board of Directors. The editor, who maintains the right to request assistance from other members of the Public Affairs Committee, solicits reports from each of the committees, Business Office, Board, and other parties. Contributions to the SSR Newsletter come primarily from chairs of SSR committees and SSR officers; including the Executive Director. Typically the SSR Newsletter is mailed electronically on the first of the month of issue (October 1, February 1, and June 1); however, paper copies are sent to those requesting it. In addition to requesting information from committee chairs and officers, the editor proofreads submissions and forwards them to the managing editor for formatting. It is recommended that a new editor be brought in every two or three years to bring new vision to the SSR Newsletter.

### **Dissemination of Information and Advocacy**

The Federation of American Societies for Experimental Biology (FASEB) is very active in promoting the interests of the SSR. The function of the SSR Public Affairs Committee is that of a conduit between FASEB and the SSR membership. Each member of the SSR Public Affairs Committee is assigned at least one committee associated with either FASEB or the National Association for Biomedical Research (NABR); each of which has a member representing the SSR. The SSR Public Affairs Committee member, or chair, will communicate with the SSR Representative of each committee to learn how that committee furthers the mission of the SSR. The SSR Public Affairs Committee will work with SSR Representatives of the FASEB/NABR committees to summarize information that is most relevant to the SSR and disseminate that information to our membership through e-mails, the SSR Newsletter, and/or the SSR website. In addition, the SSR Public Affairs Committee will uncover areas of importance to the SSR mission in which FASEB and NABR have less focus and advocate for those issues.

### **Website Updates**

The SSR website continues to be an important resource for the membership and other interested scientists. The Public Affairs Committee provides information to the SSR through many electronic links, including a Public Affairs Site that is maintained by SSR Business Office. The committee regularly requests links to information about grants, laboratory techniques, pertinent papers, and other websites

devoted to reproduction be added to the site. In addition, the Public Affairs Committee is responsible for ensuring that the accomplishments of SSR members are marked for distinction on the SSR website; including the inclusion of biographies of members receiving awards at the Annual Meeting as well as essays provided by well-respected senior colleagues.

***Modifications to this SOP require Board approval before they are applicable.***

SSR: 6/4/2007

FINAL: 11/10/08

## Addendum to the SOP for the SSR Public Affairs Committee:

Because of the recent dissolution of the SSR Future Meeting Sites Committee, a portion of the functions of this previous committee will be incorporated into the charge of the SSR Public Affairs Committee. The basic tenants of this initiative are as follows:

1. Recognition that administration of the annual meeting will be the purview of the SSR Office with oversight from the SSR Board.
2. Recognition that there remains a need for soliciting, organizing, and communicating input from the SSR membership regarding annual meeting sites using the RFP generated by the SSR Business Office
3. Designation of responsibility to the Public Affairs Committee to solicit input from the SSR membership regarding future meeting sites using the aforementioned RFP to organize this information and work in concert with the SSR Business Office to formally present it to the SSR Board on at least an annual basis.

Implementation of this charge will be facilitated by formation of a subcommittee of the Public Affairs Committee to carry out the charge detailed above.